

Mayor
Michael Mattox

Vice Mayor
Beverley Dalton

Council Members
Jay Higginbotham William "Bill" Ferguson
Charles Edwards Tracy Emerson
Tim George

Altavista Town Council
February 11, 2014 Regular Meeting Agenda
7:00 p.m.
J.R. "Rudy" Burgess Town Hall – 510 Main Street

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

6:45 p.m. Finance Committee Meeting (Large Conference Room)

7:00 p.m. Regular Council Meeting (Council's Chambers)

I. **Call to Order**

II. **Invocation**

III. **Approval of Agenda**

IV. **PUBLIC COMMENT PERIOD:** Notes on Comment Period – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for your consideration of the Town Council, staff and other speakers.

V. **SPECIAL ITEMS OR RECOGNITIONS** (Time allotted as needed) (Estimated Time: 15 minutes)

A) Recognition of Altavista High School – Class A Football Champions

B) Recognition of Town Retiring Employees

C) AVOCA Report – Michael Hudson, Executive Director

VI. **CONSENT AGENDA** (Estimated Time: 5 minutes)

- Approval of Minutes – *Regular Meeting January 14, 2014*
- Receive monthly review of Invoices
- Receive monthly review of Revenues & Expenditures
- Receive monthly review of Reserve Balance/Investment Report
- Departmental Monthly Reports
 - Administration
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works Department
 - Transit System
 - Wastewater Department

*Altavista Town Council Meeting
February 11, 2014 Agenda – continued*

- Water Department

VII. PUBLIC HEARING(S) (Estimated Time: TBD)

None Scheduled at This Time.

VIII. STANDING COMMITTEE/COMMISSION/BOARD REPORTS (Estimated Time: 10 minutes)

A) Council Committees

- i) Finance/Human Resources Committee (Dalton)
- ii) Police/Legislative Committee (Edwards)
- iii) Public Works/Utility Committee (Ferguson)

B) Others

- i) Altavista Area Chamber of Commerce (Heather Reynolds)

IX. NEW BUSINESS (Estimated Time: None Anticipated)

- A) Avoca Request for Unexpended CIP Funds

X. UNFINISHED BUSINESS (Estimated Time: 15 minutes)

- A) Bedford Avenue Waterline Project Update (WW Associates)

XI. MANAGER'S REPORT (Estimated Time: 5 minutes)

- A) Project Updates
- B) Other Items as Necessary
- C) Informational Items
- D) Town Council Calendars (February/March)

XII. Matters from Town Council

XIII. CLOSED MEETING AND ACTION

- Section 2.2-3711(A)(1) – Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Recreation Committee appointment, Transit Advisory Board appointment, Planning Commission appointment, Public Works/Utility Director candidates)
- Section 2.2-3711(A) (5) – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

XIV. Adjournment

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

AGENDA ITEM	SYNOPSIS AGENDA FEBRUARY 11, 2014 REGULAR ALTAVISTA TOWN COUNCIL MEETING
I. Call To Order	
II. Invocation	
III. Approval of Agenda	<ul style="list-style-type: none"> • Approve Agenda as presented or modified. <p><i>Enclosure: NO</i></p>
IV. Public Comment Period	<p><i>Enclosure: NO</i></p>
V. Special Items or Recognitions	<ul style="list-style-type: none"> • Altavista High School – VHSL Group 1A Football Champions • Town Employees Retirement Recognition • Avoca Annual Report – Michael Hudson <p><i>Enclosure(s): YES</i></p>
VI. Consent Agenda	<ul style="list-style-type: none"> a) Approval of Minutes – Regular Meeting of January 14, 2014 b) Receive monthly Invoices c) Receive monthly review of Revenues and Expenditures d) Receive month review of Reserve Balance/Investment Report e) Departmental Reports <p><i>Enclosures: YES</i></p> <p><i>Need a motion to Approve the items on the Consent Agenda.</i></p>
VII. Public Hearings	None Scheduled

<p>VIII. Standing Committees /Commissions/ Board Reports</p>	<ul style="list-style-type: none"> ❖ Finance/Human Resources Committee Report – Chairman Dalton (Action Requested) ❖ Police/Legislative Committee: Chairman Edwards ❖ Public Works/Utility Committee: Chairman Ferguson (Action Requested) <p>Others:</p> <ul style="list-style-type: none"> ❖ Altavista Area Chamber of Commerce – Heather Reynolds <p><i>Enclosure(s): YES</i></p>
<p>IX: New Business</p>	<ul style="list-style-type: none"> ❖ AVOCA CIP Unexpended Funds Request <p><i>Enclosure(s): YES</i></p>
<p>X: Unfinished Business</p>	<ul style="list-style-type: none"> ❖ Bedford Avenue Waterline Project Update (Presentation by Project Engineers from WW Associates)
<p>XI: Manager's Report</p>	<p>a. Enclosed is a Project Update report provided by the Town Manager. <i>Enclosure: YES</i></p> <p>b. Other Items as Necessary (None at this time) <i>Enclosure: No</i></p> <p>c. Informational Items</p> <ul style="list-style-type: none"> • EAP Annual Report • Letter from newly appointed Commissioner of Highways <p><i>Enclosure(s): YES</i></p>

February 11, 2014 Town Council Agenda Synopsis

	<p>d. Town Council Calendars <i>Enclosure: Yes</i></p>
XII: Closed Meeting	<p>Pursuant to Code of Virginia,</p> <p>Section 2.2-3711(A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Recreation Committee appointment, Transit Advisory appointment, Planning Commission appointment) (Public Works Director candidates)</p> <p>Section 2.2-3711(A) (5) – Discussion concerning a prospective business or industry or the expansion of an existing business industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.</p>

Upcoming Meetings:

(All Meetings are at Town Hall unless noted)

February 18th Public Works/Utility Committee Budget Meetings

- 8:30 a.m. - Water Department
- 9:30 a.m. - Wastewater Department
- 10:30 a.m. - Public Works Department

February 19th – Finance/HR Committee Budget Meeting

- 9:30 a.m. - Administration, Transit and Economic Development

February 21st – Police/Legislative Committee Budget Meeting

- 4:00 p.m. - Police Department

February 24th - AEDA “All Hands” Meeting 6:00 p.m. YMCA All Purpose Room

February 27th - Public Works/Utility Committee Regular Monthly Meeting (7:00 a.m.)
Finance/HR Committee Regular Monthly Meeting (8:15 a.m.)



Avoca Museum

2013

Annual Report to Altavista Town Council

Avoca Museum and Historical Society

501 (c)3 organization

1514 Main Street • Altavista, Virginia 24517 • Phone: 434-369-1076 • Fax: 434-369-1077 • www.avocamuseum.org

Avoca, an Integral Member of the Altavista Community
(On the National List of Historic Places and a Virginia Historical Landmark)

Civic Groups Utilizing Avoca on a No Fee Basis:

1. Altavista Chamber of Commerce (all TGIF events)
2. Rotary Club
3. Altavista Book Club
4. Sons of Confederate Veterans
5. Altavista High School HI-Y Club
6. Boy Scouts
7. Toka'lon
8. Altavista Business Woman's Association
9. Staunton River Woman's Club
10. DAR

Education Usage of Avoca on a No Fee Basis:

1. Altavista Public Library annual Christmas Party
2. Altavista Public Library annual Easter egg Hunt
3. YMCA programs upon request
4. Elpis, Head Start programs upon request
5. CVCC classes
6. Lynchburg Area Group Homes (reduced fee)
7. Central Virginia Training Center (reduced fee)

Other Public Usage of Avoca:

1. Weddings (25)
2. Rehearsals
3. Memorial services
4. Military reunions
5. Showers
6. Retirement parties
7. Anniversary parties
8. Class reunions
9. Corporate parties
10. Corporate meetings/training sessions/confidential interviews
11. Birthday parties
12. Private tours for churches, Red Hat Societies and other organizations

Public Offerings sponsored by Avoca:

1. TGIF
2. Free tours on Opening Day
3. Mother's Day Tea
4. Harvest Jubilee and Wine Festival
5. Made in the Shade Craft Beer Festival
6. Christmas Open House
7. Public History Presentations (new in 2014)

2013 wedding rentals (average 115 guests)

Campbell County	7
Pittsylvania County	5
Lynchburg	4
Bedford County	4
Out of area (North Carolina, Florida)	3
Amherst County	1
Appomattox County	1
Total (wedding only)	25

2013 Education programs:

1,300 students

14 programs (16 schools)

Education programs currently offered by Avoca:

- * Colonial Life and Culture
- * Life During the Revolutionary War
- * Civil War: Home Front and Battlefield
- * Enter the Gilded age: Victorian Life and Times
- * River of Time: American Indian Life I Virginia
- * Westward Go! With Lewis and Clark
- * All Aboard the Bateau: Transportation and the Bateau
- * For Gold and Glory
- * Colonial Medicine and Avoca's Herb Garden
- * Quaker Stations and the Underground Railroad
- * A family legacy: Civil War/Colonial graveyard Exploration

Two education programs developed and ready for 2014:

- * Know your Eastern Woodland "Varmints"
- * Equipment of a Civil War Soldier

Education Usage of Avoca on a No Fee Basis:

1. Altavista Public Library annual Christmas Party
2. Altavista Public Library annual Easter Egg Hunt
3. YMCA programs upon request
4. Elpis, Head Start programs upon request
5. CVCC classes
6. Lynchburg Area Group Homes (reduced fee, upon request)
7. Central Virginia Training Center (reduced fee, upon request)
8. Various church groups for education programs



Expenditures of Town Funding

Item(s) of Allocation	Amount Allocated*	Amount Spent	Difference
Electricity, Gas, Landscaping, Maintenance	\$32,850	\$34,935.84	(- 2,085.16)
Benefits/Insurance, etc. resulting from changeover	\$13,450	\$12,223.40	(+ \$1,227.40)

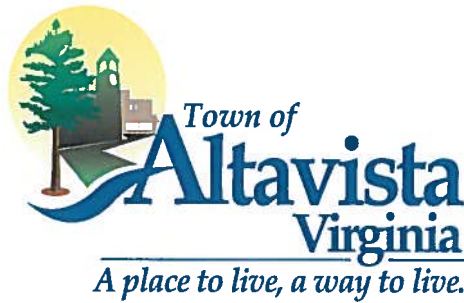
* The amounts allocated for the categories (Electricity, Gas, Landscaping, Maintenance) and (Benefits/Insurance) included payments from the last two quarters of fiscal year 2012-2013 and the first two quarters of fiscal year 2013-2014. This report is delivered in such a manner because it is a summary of calendar year 2013.

\$ 5,352.27 Insurance reimbursement for Director, comparable to TOA employee.
 \$ 913.00 Workers Compensation & Payments
 \$ 720.00 Accounting company (HCI-EBS) for payroll and fiscal reports
\$ 5,238.13 FICA payments
 \$12,223.40

Avoca Museum Highlights—2013

(a non-profit 501 (c) 3 organization)

- * Approximately \$100,000 added to Altavista area economy (wedding guests' dining & accommodations; maintenance and repair contracts to local businesses)
- * 8,000 visitors to special events and tours
- * Provided educational programs and activities for 1,300 local students
- * Hosted 70+ events, including 25 weddings
- * Over 150 volunteers last year with 100+ volunteering on multiple occasions
- * \$125,000 budget - 80% of which Avoca must generate by rentals, private grants, fundraising and community support. Many area businesses grant \$100 to \$2,500 annually (usually in the \$250 to \$1,000 range) either through a direct grant request. Several area businesses support our annual Harvest Jubilee & Wine Festival through sponsorships.
- * All of this is accomplished by one full-time employee and one part-time employee.



A RESOLUTION IN RECOGNITION OF THE
RETIREMENT OF TOWN EMPLOYEE JOHN G. TOMLIN

***WHEREAS,** John G. Tomlin was hired by the Town of Altavista in May 2007 as the Town's Director of Public Works; and*

***WHEREAS,** John Tomlin has been a loyal employee of the Town of Altavista for the past 6 plus years and intends to retire on February 1, 2014; and*

***WHEREAS,** Mr. Tomlin has demonstrated extensive knowledge, skills and experience in leading the Altavista Department of Public Works and contributing through projects including new sidewalk installations, streetscape projects and utility upgrades, as well as working with our citizens and community organizations; and*

***WHEREAS,** John Tomlin represents that which is best in the character of public service, performing his duties through many challenges including snow and ice operations, fiscal restraints and the maintaining the level of service provided to our citizens; and*

***NOW, THEREFORE, BE IT RESOLVED** the Town Council of the Town of Altavista thanks John G. Tomlin for his years of service and recognizes the contributions he has made and wishes him a happy retirement.*

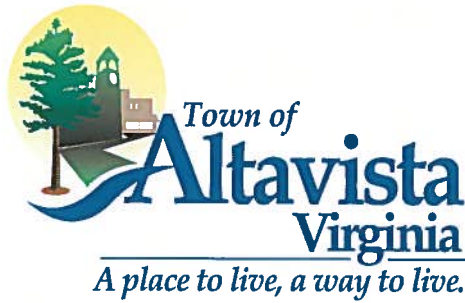


Michael Mattox, Mayor

Attested:



J. Waverly Coggsdale, III, Town Manager



A RESOLUTION IN RECOGNITION OF THE
RETIREMENT OF TOWN EMPLOYEE ROBERT K. BLUM

WHEREAS, Robert "Bob" Blum was hired by the Town of Altavista in August 1998 as a Certified Wastewater Facility Operator on the 2nd shift; and

WHEREAS, Bob Blum has been a loyal employee of the Town of Altavista for the past 15 years and intends to retire on February 1, 2014; and


WHEREAS, Mr. Blum has demonstrated extensive knowledge, skills and experience in the treatment of wastewater, and through training and development of other employees, has provided the Town and its citizens with an efficient and well run system; and

WHEREAS, Bob Blum worked at ensuring the safety of his coworkers and was passionate about getting the job done right the first time; and

NOW, THEREFORE, BE IT RESOLVED the Town Council of the Town of Altavista thanks Robert "Bob" Blum for his years of service and recognizes the contributions he has made and wishes him a happy retirement.


Michael Mattox, Mayor

Attested:


J. Waverly Coggsdale, III, Town Manager

Regular Council Meeting—January 14, 2014

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on January 14, 2014 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Sage, Grace Community Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham (arrived at 7:30 p.m.)

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Ken Walsh, Police Department
Mr. John Tomlin, Director of Public Works
Mr. Steve Bond, Wastewater Treatment Director
Mrs. Megan Lucas, Economic Dev. Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the agenda.

Motion carried:
VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes

4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

5. Special Items or Recognitions

Mayor Mattox recognized the new Chief of Police, Kenneth I. Walsh, Jr. and welcomed him to the position. Chief Walsh has been with the Altavista Police Department for 17 years.

Mayor Mattox recognized Mr. John Tomlin, Director of Public Works, who is retiring January 31, 2014, thanking him for his service to the Town of Altavista and wishing him well in future endeavors.

Regular Council Meeting—January 14, 2014

Mayor Mattox recognized the Altavista Combined School Football Team as winning the VHSL Championship and asked Council to authorize the Town Manager to draft a resolution in honor of this.

A motion was made by Mr. Ferguson, seconded by Mr. Edwards, to authorize the Town Manager to draft a resolution for the Altavista Combined School Football Team.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

A) Dept. of Health—Office of Drinking Water—2012 Water Fluoridation Quality Award

Mr. Coggsdale advised the Town has received the Department of Health, Officer of Drinking Water, 2012 Water Fluoridation Quality Award. He thanked the Water Department staff for this achievement.

Mayor Mattox asked Mr. Coggsdale to convey appreciation and congratulations to Mr. Chuck Cofflin, Water Plant Manager and his staff on behalf of himself and Council.

6. Consent Agenda

- a) Approval of Minutes-Regular Meeting December 10, 2013
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report
- e) Departmental Monthly Reports
 - Administration
 - Business License
 - Community Development
 - Economic Development
 - Police Department
 - Public Works Department
 - Recycling
 - Transit System
 - Wastewater Department
 - Water Department

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

7. Public Hearings

- (A) Amendment of The Code of the Town of Altavista, Chapter 86 “Zoning” Article III, “Districts” Sections 86-132, 86-192, 86-292, 86-322, 86-352, 86-382

Regular Council Meeting—January 14, 2014

“Permitted Uses” and Article IV, “Development Standards” Section 86-544 “Satellite dish antenna” to come into compliance with Federal Communication Commission (FCC) regulations.

- (B) Amendment of The Code of the Town of Altavista, Chapter 86 “Zoning” Article III, “Districts” Section 192 “Permitted Uses”, to add “personal services” to the list of permitted uses in the R-2 (Medium-Density Residential) District.

Mr. Coggsdale advised the purpose of this public hearing was to receive public comment on amendments of The Code of the Town of Altavista, Chapter 86 “Zoning” as advertised.

Mr. Witt addressed Council advising the first public hearing would be to correct and update code sections related to satellite dishes and bring the Town Code under compliance with Federal and State laws. Regulations of the Federal Communications Commission (FCC) preempt regulations in local zoning ordinances as to satellite dish antennae one meter or less in diameter thus requiring the deletion of existing regulations in the Zoning Ordinance as to such antennae. The Planning Commission is proposing to amend the following sections of the Zoning Ordinance to bring it into compliance:

- Sec. 86-132. Permitted Uses (R-1 low-density residential district)
- Sec. 86-192. Permitted Uses (R-2 medium density residential district)
- Sec. 86-292. Permitted Uses (R-MHP residential manufactured home park district)
- Sec. 86-322. Permitted Uses (C-1 local business district)
- Sec. 86-352. Use regulations (C-2 commercial district)
- Sec. 86-382. Site development regulations (permitted uses in M- Industrial district)
- Sec. 86-544. Satellite dish antenna regulations.

Mr. Witt stated the second public hearing proposes to add an additional use to Section 86-192, 'personal services' with the issuance of a Special Use Permit, in the R-2 (Medium Density Residential) District. "Personal services" is defined in Sec. 86-32 of the Zoning Ordinance as businesses "engaged in the provision of frequently or recurrently needed services of a personal nature".

Mayor Mattox advised the first public hearing is to receive public comment on amending The Code of the Town of Altavista, Chapter 86 “Zoning” Article III, “Districts” Sections 86-132, 86-192, 86-292, 86-322, 86-352, 86-382 “Permitted Uses” and Article IV, “Development Standards” Section 86-544 “Satellite dish antenna” He opened the public hearing at 7:08 p.m. and asked if anyone would like to speak.

No one came forward.

Mayor Mattox closed the public hearing at 7:09 p.m.

A motion was made by Mr. Ferguson, seconded by Mr. Edwards, to amend The Code of the Town of Altavista, Chapter 86 “Zoning” Article III, “Districts” Sections 86-132, 86-192, 86-292, 86-322, 86-352, 86-382 “Permitted Uses” and Article IV, “Development Standards” Section 86-544 “Satellite dish antenna”

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

Regular Council Meeting—January 14, 2014

Mayor Mattox advised the second public hearing is to receive public comment on proposes to add an additional use to Section 86-192, 'personal services' with the issuance of a Special Use Permit, in the R-2 (Medium Density Residential) District. He opened the public hearing at 7:09 p.m.

No one came forward to speak.

Mayor Mattox closed the public hearing at 7:10 p.m.

A motion was made by Mr. Edwards, seconded by Mr. George, to add an additional use to Section 86-192, 'personal services' with the issuance of a Special Use Permit, in the R-2 (Medium Density Residential) District.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

The Local Choice “Adverse Experience” Adjustment Update

Mrs. Dalton advised last month, the Committee discussed with Council the response from the Commonwealth of Virginia's Department of Human Resources Management regarding the "adverse experience" adjustment connected to the Town's withdrawal from the TLC (The Local Choice) insurance program. Staff was asked to follow up on this item and report back to the Committee the factors that resulted in the "loss" of \$26,514.58, which would be the Town's adverse experience adjustment. Following the discussion, the Committee recommends the Town proceed with payment of the "adverse experience" adjustment utilizing the 12 equal monthly payment plan (\$2,209.55 per month). She noted next month, staff will present a budget amendment for FY2014 in the amount of \$13,257.30 to cover the payment for the next six months. The remaining six months will be included in the FY2015 Budget.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to approve funds in the amount of \$13,257.30 for FY2014 and authorize staff to proceed with the monthly payment to the Commonwealth of Virginia in the amount associated with the "adverse experience adjustment" related to withdrawal from the "The Local Choice" program.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

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Compensation/Salary Range Adjustments-FY2015 Budget

Mrs. Dalton noted each year, the Committee recommends a percentage for inclusion in the draft budget for "cost of living adjustments" (COLA) and the adjustment of the Town's Pay Plan Salary Ranges. Based on the current information on the U.S. Department of Labor's website relating to the Consumer Price Index Inflation Guide, the Committee recommends that a two percent (2%) COLA be included in the Draft FY2015 Budget and the Pay Plan Salary Ranges be adjusted by the same amount.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to authorize staff to include in the FY2015 Draft Budget a COLA adjustment of 2% and adjust the Pay Plan Salary Ranges in the same amount.

Mr. Edwards stated he would vote in favor of the placeholder in the hopes that Council will continue to look for ways to cut cost.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

Infrastructure Funding

Mrs. Dalton advised staff has been working on exploring options for securing a professional to assist with laying out funding options for the on-going water infrastructure improvements. Based on these conversations, staff reported these services can be provided for a fee of \$5,000 or less. The Committee would recommend that staff be authorized to consult with a firm at a "not to exceed" amount of \$5,000. During last year's budget process, no funds were included in the Water and Waste Water Budgets for "professional services".

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to appropriate funds, not to exceed \$5,000, for assistance regarding infrastructure funding options and authorize staff to consult with a firm for such services.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

Mrs. Dalton advised Staff presented to the Committee a request to explore with the Altavista On Track (AOT) Executive Committee the possibility of transitioning the AOT staff member into the Town's organizational structure. The AOT Executive Committee met on Thursday, January 9th and agreed to the exploratory process regarding this issue. She stated at this time, staff is seeking concurrence from Council in regard to further exploring the feasibility of this transition

Mr. George questioned who paid the salary for Altavista On Track.

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Mrs. Dalton responded the Town does indirectly; monies are budgeted to Altavista on Track for various things including the director's salary.

Mr. Coggsdale felt this was an opportunity to explore the possibly of combining the Economic Development Authority part time position and the Altavista on Track position into one part time position under the direction of the Economic Development Director.

It was the consensus of Council to allow staff to explore with Altavista On Track (AOT) Executive Committee the possibility of transitioning the AOT staff member into the Town's organizational structure.

Bedford Avenue Waterline Project-Railroad Permit Application Fees

Mrs. Dalton advised WW Associates contacted Mr. Coggsdale indicating two railroad permit applications related to the Bedford Avenue Waterline Project are needed. Each application requires an application fee of \$2,100, for a total of \$4,200.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to appropriate \$4,200 from Reserves for the payment of the permit application fee to the railroad relating to the Bedford Avenue Waterline Project.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes

Other Items/Updates

Mrs. Dalton noted the Finance Committee/HR Committee meetings are now scheduled for the fourth Thursday of each month at 8:15 a.m. in the large conference room at the J.R. "Rudy" Burgess Town Hall.

Mr. Coggsdale mentioned the Public Works Committee precedes the Finance/HR Committee meeting on the same date at 7:00 a.m.

ii. Police/Legislative Committee

Mr. Edwards stated he did not have anything to report other than the new Chief was on board and the monthly departmental report looks very positive.

Mayor Mattox thanked Mr. Edwards and his committee (Mr. Emerson and Mr. George) for their work in selecting the new Police Chief.

iii. Public Works/Utility Committee

No report.

Mrs. Dalton brought up a matter that has been discussed in the Committee meeting and felt Mr. Higginbotham would like this brought before Council. She advised of the opportunity to haul dirt from Mr. Turpin's in a back haul after the truck has been to the landfill; the cost is \$40.00 per load. The basic purpose of the dirt is to help keep water out of the PCB pond and felt Council should ask staff to proceed with the project and appropriate funds of \$40 per load.

Mr. George asked if the truck bed had been repaired or replaced.

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Mr. Tomlin advised the body of the truck is in foul shape. The truck itself has considerable age and requires significant repairs. He stated with the age of the vehicle and the mileage, it would not be cost effective to place a new bed on the truck.

Mr. Edwards questioned if the body could be placed on a new truck at some point.

Mr. Tomlin answered affirmatively.

Mr. George asked about the possibility of welding plates in the bed for hauling dirt.

Mr. Tomlin stated this was possible but did not have the cost and another problem was there was nothing to weld the plates to adding the sideboards are the real problem.

Mayor Mattox questioned if this would cost the Town more than getting the dirt.

Mr. Tomlin advised he would put together a cost estimate.

Mrs. Dalton asked staff to bring to the next Public Works Committee meeting an estimate of cost to repair the truck for hauling the stone.

Mr. Edwards requested the cost to transfer the body from one truck to another.

b) Others

9. New Business

10. Unfinished Business

a) Dearing Ford Elevated Water Tank Update

Mr. Coggsdale advised previously, Council directed staff to correspond with Campbell County Board of Supervisors in regard to the Town's interest of possibly acquiring the Dearing Ford Elevated Water Tank from Campbell County. The County decided that it no longer needs the tank, plans to take the tank down and appropriate \$56,000. He advised the Campbell County Board of Supervisors met on Tuesday, January 7, 2014 to consider the Town's request and would agree to the conveyance of the tank but not the appropriation of the requested funds. Mr. Coggsdale asked Council if they were still interested in obtaining the tank.

Mr. Edwards stated there was more that he needed to understand before he could make a decision. He asked if the removal of the tank would have any effect on the customers near Reynolds Spring.

Mr. Tomlin replied nothing would occur. They are still the Town's customers but are served by CCUSA (Campbell County Utility Services Authority) when the Town is not pumping. He stated there is a valve on the Town's side that opens when the pumps are not running that allows water to go to Reynolds spring. The water comes through CCUSA's meter, when the spring is cut on, the valve closes and the water comes into the Town's system and travels to the 714 tank supplying water to the customers in the Gibson Road area.

Mr. Edwards asked if there was a possibility of utilizing the output of the spring by using the Dearing Ford Tank.

Mr. Tomlin responded no, the spring only produces "x" number of gallons.

Mrs. Dalton said she thought the reason for going to the County to obtain the tank was for future flexibility. Presently, there is no urgent need for the tank.

Mr. Ferguson mentioned there will be a cost to refurbish the tank which will need to be done shortly and felt this might be a good time to let the County keep the tank.

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Mr. Edwards asked if the Town could provide water to Altavista Commons.

Mr. Tomlin stated the Town cannot supply water to Altavista Commons through the 714 tank due to elevations. Booster pumps could be installed to accommodate but there is a cost associated with it.

Mayor Mattox advised he was at the Campbell County Board of Supervisors meeting and they really didn't want to pay anything to the Town but mentioned it doesn't hurt to ask again if Council so desired.

Mr. Edwards stated the estimate to remove the tank is \$40,000 and suggested asking the County for that amount. He stated he would like to know what the ramifications are in serving Altavista Commons, what will it cost to refurbish the tank and what the expected life would be as result of refurbishing.

Mayor Mattox asked for Mr. Tomlin's recommendation.

Mr. Tomlin stated it depended on what Council wants the tank for; back up, fire protection, he did not see any potential future because the area belongs to CCUSA.

Mr. George stated he remembered in a previous conversation, the tank being used as an emergency backup source for Abbott, Inc.

It was the consensus of Council to refer this matter to the Public Works Committee for additional review and bring it back to Council's February 11, 2014 meeting.

b) PCB Work Session—Tuesday, January 28, 2014

Mayor Mattox advised he has scheduled a work session for January 28, 2014 to catch up on the PCB progress. He stated he is looking for two goals and is looking for additional goals. He asked for Council to be in attendance and said there was wiggle room for the time. One goal is to decide during the meeting if Council is going to try and abide by the agreement with DEQ and the Voluntary Remediation Program to actually try and get something rolling this spring. He stated there are proposals out there that Council doesn't have the opportunity to look at because of procurement issues. The other goal is to issue a simple RFP written by the Town Manager to answer two questions: can it be done and how much would it cost. He suggested meeting again once the RFPs are received and discuss. Mayor Mattox called for discussion.

Mr. Edwards questioned a bill for \$9,000 for a previous RFP, why didn't Mr. Coggsdale write that RFP?

Mayor Mattox responded that was a good question, but thought Council was looking for straight, more detailed information. He thought Council should see if they will answer two questions now, originally conditions were put on whoever issued the RFP—can you do it and how much will it cost and then negotiate a contract at a later date.

Mr. Edwards referred to a professor from the University of Iowa who has agreed to utilize a number of graduate students to study the lagoon and what the possibilities are in terms of remediation and approximation of cost. This is a new field and don't know what they may come up with in addition to the five or six working with the Town now. He felt the RFP could be asked for without harm but did not see the wisdom behind this move.

Mayor Mattox stated he understood this and was open to all possible solutions for the PCB issue but more information is needed. Some of the information needed is can these people actually do it and what the cost will be. He noted he appreciates

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the work Dr. Licht, Dr. Sowers, and Dr. Robertson is doing but felt Council needs to broaden their horizons and see if the other five or six potential contractors can clean up the PCBs. He asked Council if they would like to add anything to the goals of the work session, he was all for it. He felt Council needed to have an open session, a round table discussion to obtain as much information as possible during that time.

Mr. Higginbotham asked “can it be done” he was assuming the 50 parts per one million.

Mayor Mattox responded that is correct.

Mr. Higginbotham stated Dr. Sowers does not have his information back so he cannot reply. Dr. Licht does not have his information back from the University of Connecticut on the last sample so he cannot respond. Mr. Booth has not picked up his samples. He noted he has received quotes from Terra-Therm with an estimate of \$5 million to \$7 million. There is also dig and haul which Council is not interested in. He was unsure if Mirmichi is ready to quote or not.

Mayor Mattox responded he was not asking Council to make a decision; only to do a request for proposals to see what other information can be gained; specifically can it be done and at what cost. He stated he wanted to know what was available besides Dr. Sowers, Dr. Licht and others. He stated he wanted to know a number and whether it was possible or not.

Mr. Ferguson stated he would like some updated information

Mrs. Dalton asked if there were submittals in response to the request and they had dollar values associated with it, are we ready to do it given what is going on in the pond that we would like to see the end game of. Would you have the job done?

Mayor Mattox felt that was a good question. His answer was the first responsibility is to the citizens of Altavista, it is not necessarily research and PCB remediation but the first responsibility is remediation, to clean the pond up and remove this potential liability from the citizens of Altavista. He noted he has not lost the value of the letter of closure which gives Council immunity forever from any further action. He mentioned this is the carrot that drives him forward to want to go down this way. He stated a friend has told him and Mr. Edwards if Council can get the letter of closure.

Mr. Edwards disagreed saying this was not true.

Mayor Mattox stated he was told if you can get the letter of closure, why wouldn't you?

Mr. Higginbotham stated Mr. Scott Rice, EPA, said Council didn't have to do anything. He felt Council could not lose sight of this. Council has taken this on their own to say if there is something constructive to accelerate the microbes that are out there now; he noted this is a fortunate situation because of the clay lined petri dish where water stays in it with water leaving through evaporation. This is why the researchers are excited about it because it is an infield situation. He stated the Council doesn't have to do anything, the EPA is satisfied and DEQ works for the EPA; DEQ gets funding from the EPA. He advised he, Mr. Coggsdale and Mr. Bond met with DEQ; Mr. Durwood Willis said the only way DEQ would be satisfied was dig and haul. Dig and haul which is a liability, would carry the liability to Michigan and was the cheapest method at the time.

Mr. Edwards stated the EPA has already said they are opposed to the “Dig and Haul” and it needs to be handled within the Town.

Mrs. Dalton read from a letter received from Mr. Durwood Willis, DEQ on June 28, 2012: by DEQ's acceptance of this project into the Voluntary Remediation

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Program, the department acknowledges that “cleanup is not mandated under any current legal authority.”

Mayor Mattox asked if it was the desire of Council to complete the Voluntary Remediation and have this cleaned up.

Mr. Edwards felt that was an essential issue and agreed. He stated he was not concerned with the VRP.

Mr. Emerson stated he has been on Council 13 months and cannot tell you what PCBs stand for; he did not feel he was knowledgeable on the matter to say yes or no. He felt there should be closure but didn’t have an answer on how to get the closure.

Mayor Mattox asked Mr. Emerson if he wanted to earn the letter of closure through the VRP and noted Council is under a specific mandate to do so. He asked Mr. Emerson if he thought this was an appropriate thing for the Town to pursue.

Mr. Emerson thought the Town needs “complete closure” on it but from whom it is from, he was not sure.

Mr. Edwards asked to discuss the letter of closure since it seemed to be essential to the Mayor’s argument and the gentlemen mentioned is very much in favor of a letter of closure for the business he works for as they had the same problem. Their predecessors gave the Town the problem but this is a different situation. They would like to be in a position to use their property; the Town does not have the desire to do that or the property to do that with because it is located in the flood plain and next door to the sewer plant. It has no value. Mr. Edwards felt if the letter of closure was never received it wouldn’t make a difference.

Mayor Mattox asked Mr. Edwards if he was fearful of a potential liability where the EPA comes in.

Mr. Edward stated the Town did not put it there to begin with; he did not feel the federal or state government will force the citizens of Altavista to clean up something that someone else put there. He did not feel that was appropriate. He referred to the letter previously reading stating DEQ says they can’t. He mentioned a comment made by Mr. Steve Rock saying they had bigger fish to fry and Mr. Scott Rice commented in a letter that the Town doesn’t have to do it. Mr. Edwards stated his vision of this is that it needs to be done but it needs to be done at the least expense means and if it takes 20 years, it takes 20 years.

Mayor Mattox asked Mr. Emerson for a yes or no. If the consensus of Council is that there is no need to continue on and try and meet the agreement with DEQ, we have 20 or 30 years to do this or until something happens. He felt a decision needs to be made.

Mr. Emerson asked what changes with the pond if there is a week of eight to ten inches of rain. What happens if it gets in the river? Is that on the Town?

Mr. Higginbotham stated there is six to eight feet of free board, if you get eight inches of rain it will rise except there is water that flows in on the side.

Mr. Emerson referred to the floods in the mid 80’s.

Mr. Bond responded, we have it contained but if you are looking at worst case scenario, if it leaves the pond, the Town of Altavista is responsible.

Mr. Edwards added this person at the Train Station stated if you have this problem, you have far greater problems.

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Mr. Bond stated if the pond breaches and you lose it out of there, the Town is responsible.

Mayor Mattox called on Mr. Emerson again for an answer.

Mrs. Dalton said it was legal to say I don't know.

Mr. Emerson stated he didn't feel he had the knowledge to make a decision on this issue. If he thought there was a possibility of it going into the public today, he would say Council needs to do everything they can but did not know that he knew that. Mr. Emerson stated he remembers the flood in 1986 or 1987 and did not see how the pond could not have overflowed.

Mayor Mattox stated it would have to get out of the clay lining or out where the breach was completely washed away.

Mr. Emerson felt Council needs to be able to tell somebody that they are done with this but doesn't know how to get there.

Mrs. Dalton stated she has respect for the VRP but does not feel obligated to it.

Mayor Mattox asked Mr. Higginbotham should Council pursue trying to get the pond cleaned up by the spring of 2014.

Mr. Higginbotham said the answer to that is no.

Mr. Ferguson stated obviously there are a lot of different ideas and felt the work session should include Mr. Bond and Mr. Tomlin. Council needs to decide what direction they want to go. He did not see a problem with obtaining a RFP because he needs lots of information

Mayor Mattox stated a work session may not be warranted.

Mr. George questioned having the pond clean by spring of 2014.

Mayor Mattox stated if Council is not going to attempt that they have forever to figure this out.

Mrs. Dalton disagreed.

Mayor Mattox stated Council is not under a timeline of 2014.

Mr. George stated he is on board with Mr. Emerson and would like to have more information. He stated it was somewhat comforting to go to the dam and see that it is not a frail little dam, it is very substantial. Standing there looking at the river, it would have to come up about 40 feet to bridge the top of the dam. He did not feel, unless the Smith Mountain Lake Dam breaks, that the Town's pond would wash away.

Mayor Mattox stated his impression of this by default Council is not going to be able to meet the deadline according to the DEQ and as Mr. Higginbotham spoke of and said Council has no information from Dr. Sowers and Dr. Licht, he asked if anyone could give him a reason that Council should have a work session if there isn't anything to talk about.

Mrs. Dalton stated two Councilmen spoke up and stated they would like to know more and she would like to be brought up to date on the ongoing projects. She felt Council has a moral obligation to pursue this project whether it has anything to do with VRP or not, Council has an obligation to work on this project and try to eradicate it in some financially feasible way and she felt it would work its way out over time. She stated one of the ways in which the Town would have the right to

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give its case to the Regulatory Agency is through the Town's due diligence and efforts on this matter.

Mayor Mattox stated he was glad Council was having this discussion because his first question was answered: first, Council will not meet the obligation/agreement with DEQ.

Mr. Higginbotham questioned what the agreement was with DEQ.

Mayor Mattox stated when the Town entered the VRP; they made an agreement with the DEQ that the PCBs would be cleaned up by spring of 2014.

Mr. Edwards stated he did not believe that was correct.

Mr. Eller stated it was not that date.

Mayor Mattox agreed stated it was because they couldn't give the Town the concentration.

Mr. Eller stated they later came back and gave Council that date, it was not necessarily agreed upon.

Mrs. Dalton stated they also said they wanted to see efforts being made.

Mayor Mattox said his goals were being answered and Council has laid out other ideas for the work session. He stated he felt Council was not interested in submitting a RFP.

Mr. Ferguson felt that everyone could see there was a lot of "lack of knowledge" and all together in a work session they could learn something especially with Mr. Bond and Mr. Tomlin in attendance.

Mr. Higginbotham asked who would conduct the meeting.

Mr. Edwards stated there is no one to at this point. There is information applicable to this but doesn't exist today and is what Council is waiting on.

Mayor Mattox felt Council was at the point where they are trying to get educated themselves. There are two or three including himself that would like to be updated and are waiting on information from Dr. Sowers and Dr. Licht.

Mr. Edwards responded they are waiting on more than just that.

Mayor Mattox asked how long before this should be revisited.

Mr. Higginbotham suggested six months to a year.

Mr. George stated he would be satisfied to have a conversation as just held and asked Mr. Edwards to educate him on what he does know.

Mr. Edwards stated there was very little that he knew that the others know at this point. He stated what is essential is there is a lot of possibilities; some may prove to be totally worthless and some a great idea, neither of which is known today. Dr. Robertson and his crew have been added.

Mr. Higginbotham added not only that, Dr. Robertson and his group have applied for federal grant.

Mayor Mattox referred back to the work session question and asked if Council wanted to have a work session near term or wait?

Mr. Edwards suggested giving it 90 days and talking about it again.

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Council was in agreement to revisit the PCB issue in 90 days.

11. Manager's Report

a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

Contractor is working with their paving subcontractor in regard to having the paving done as soon as the weather allows.

Contract calls for Substantial Completion on January 6, 2014 and Final Completion on February 5, 2014. Several requests for extensions are pending.

Bedford Avenue Waterline Replacement Project

Staff has received and is reviewing the "Preliminary Design" for the project and will meet with the engineer to discuss the completion of this phase. Mr. Coggsdale plans to ask the engineer to provide an update on the project at the February 11, 2014 Council meeting.

b) Other Items as Necessary

Mr. Emerson asked Council to look at the possibility of installing street lights along Bedford Avenue resembling the ones on Main Street.

c) Informational Items

d) Town Council Calendars (January/February)

12. Matters from Town Council

13. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A) (5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

Section 2.2-3711(A) (7) – Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Utility Agreement)

A motion was made by Mrs. Dalton, and seconded by Mr. George.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 8:18 P.M.

Notice was given that council was back in regular session 10:03 P.M.

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FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 10:04 P.M.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 07/2014
FROM: 01/01/2014 TO: 01/31/2014

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
31823	93	UNITED STATES POST OFFICE	01/02/2014	490.05
31824	6	ALTAVISTA AREA YMCA	01/03/2014	25,000.00
31825	303	ALTAVISTA CHAMBER OF COMMERCE	01/03/2014	5,000.00
31826	170	ALTAVISTA ON TRACK	01/03/2014	8,750.00
31827	578	AMERITAS LIFE INSURANCE CORP	01/03/2014	2,348.08
31828	11	AVOCA	01/03/2014	11,575.00
31829	103	BEACON CREDIT UNION	01/03/2014	910.00
31830	19	CARTER MACHINERY CO INC	01/03/2014	1,922.55
31831	427	CENTURYLINK	01/03/2014	2,239.24
31832	580	CHC OF VIRGINIA INC	01/03/2014	29,846.99
31833	28	COLUMBIA GAS	01/03/2014	2,479.29
31834	71	FAIRPOINT COMMUNICATIONS	01/03/2014	400.26
31835	9999997	FIGUEROA, PATRICIA LOUISE	01/03/2014	11.99
31836	57	ICMA RETIREMENT TRUST-457 #304	01/03/2014	1,380.00
31837	411	MANPOWER	01/03/2014	767.00
31838	1	MCGANN MASONRY INC	01/03/2014	3,982.40
31839	218	MINNESOTA LIFE	01/03/2014	158.46
31840	423	NTELOS	01/03/2014	832.14
31841	458	SAM'S ON THE MARKET INC	01/03/2014	74.95
31842	80	SOUTHSIDE ELECTRIC COOP	01/03/2014	902.85
31843	35	TREASURER OF VA/VITA	01/03/2014	112.88
31844	96	UNIVAR USA INC	01/03/2014	1,540.00
31845	139	WEBB'S OIL CORPORATION INC	01/03/2014	24,934.38
31846	354	WILEY & WILSON	01/03/2014	13,153.95
31847	9999997	WILLIS,CAROL	01/03/2014	52.59
31848	142	KENNETH WALSH	01/03/2014	500.00
31849	39	ALL POINTS EAP & ORGANIZATIONA	01/10/2014	752.00
31850	84	ALTAVISTA JOURNAL	01/10/2014	572.75
31851	461	KATHI BOGERT	01/10/2014	862.68
31852	12	BRENNTAG MID-SOUTH INC	01/10/2014	1,691.49
31853	335	CNA SURETY	01/10/2014	225.00
31854	32	CONTROL EQUIPMENT CO INC	01/10/2014	88.53
31855	9999999	CORELOGIC	01/10/2014	1,156.80
31856	176	DAVENPORT COMMUNICATIONS INC	01/10/2014	170.00
31857	283	ECK SUPPLY CO	01/10/2014	729.85
31858	20	J JOHNSON ELLER JR	01/10/2014	1,887.75
31859	301	ENGLISH'S LLC	01/10/2014	251.93
31860	122	FEREBEE JOHNSON	01/10/2014	278.68
31861	50	GRETNA TIRE INC	01/10/2014	284.00
31862	566	INTEGRATED TECHNOLOGY GROUP IN	01/10/2014	170.00
31863	533	LYNN KIRBY	01/10/2014	195.00
31864	411	MANPOWER	01/10/2014	377.00
31865	154	MUNICIPAL CODE CORPORATION	01/10/2014	655.11
31866	300	NAPA AUTO PARTS	01/10/2014	581.41
31867	454	O'REILLY AUTOMOTIVE INC	01/10/2014	244.07
31868	1	RADIO SHACK	01/10/2014	32.47
31869	379	REI CONSULTANTS INC	01/10/2014	1,291.17
31870	458	SAM'S ON THE MARKET INC	01/10/2014	1,479.91
31871	151	SHEEHY FORD	01/10/2014	25,613.90
31872	186	THE NEWS & ADVANCE	01/10/2014	739.00
31873	92	UNIFIRST CORP	01/10/2014	1,212.30

31874	96	UNIVAR USA INC	01/10/2014	3,080.00
31875	579	UNIVERSITY OF MARYLAND BALTIMO	01/10/2014	863.55
31876	542	WILLOUGHBY & ASSOCIATES INC	01/10/2014	350.00
31877	1	WKDE-FM	01/10/2014	199.00
31878	192	WW ASSOCIATES INC	01/10/2014	5,500.00
31879	142	KENNETH WALSH	01/16/2014	2,500.00
31880	595	AECOM	01/17/2014	2,100.00
31881	103	BEACON CREDIT UNION	01/17/2014	970.00
31882	418	BSW INC	01/17/2014	740.00
31883	294	BUSINESS CARD	01/17/2014	4,603.74
31884	581	BUSINESS SOLUTIONS INC	01/17/2014	500.00
31885	389	CAI	01/17/2014	83.50
31886	16	CAMPBELL COUNTY UTILITIES & SE	01/17/2014	287.04
31887	574	CHRISTOPHER MICALLE, TRUSTEE	01/17/2014	125.00
31888	164	DMV	01/17/2014	140.00
31889	36	DOMINION VIRGINIA POWER	01/17/2014	45,886.36
31890	46	GENTRY LOCKE RAKES MOORE LLP	01/17/2014	9,113.91
31891	1	AECOM	01/17/2014	2,100.00
31892	57	ICMA RETIREMENT TRUST-457 #304	01/17/2014	1,380.00
31893	58	INSTRUMENTATION SERVICES INC	01/17/2014	708.00
31894	1	JASON YOUNGER	01/17/2014	50.00
31895	59	KAPPE ASSOCIATES INC	01/17/2014	3,087.13
31896	411	MANPOWER	01/17/2014	481.00
31897	67	ORKIN PEST CONTROL LLC	01/17/2014	233.11
31898	449	GARY PENN	01/17/2014	249.96
31899	163	PINE HAVEN PRESS INC	01/17/2014	58.00
31900	387	ROANOKE SPRINKLER INC	01/17/2014	500.00
31901	95	UNITED WAY OF CENTRAL VA	01/17/2014	10.00
31902	1	VCE-LYNCHBURG CITY OFFICE	01/17/2014	40.00
31903	271	VIRGINIA CAROLINA PAVING & GRA	01/17/2014	3,500.00
31904	110	VUPS INC	01/17/2014	30.45
31905	116	XEROX CORP	01/17/2014	1,614.66
31906	9	AFLAC	01/24/2014	1,814.83
31907	578	AMERITAS LIFE INSURANCE CORP	01/24/2014	2,290.56
31908	9999997	ANDREWS, BARBIE & GARY	01/24/2014	95.20
31909	596	ROBERT BLUM	01/24/2014	370.36
31910	580	CHC OF VIRGINIA INC	01/24/2014	29,035.76
31911	34	DAPROSYSTEMS INC	01/24/2014	2,530.00
31912	118	FERGUSON ENTERPRISES INC #75	01/24/2014	1,016.92
31913	46	GENTRY LOCKE RAKES MOORE LLP	01/24/2014	741.50
31914	47	GRAPHIC CONTROLS	01/24/2014	177.09
31915	52	HACH COMPANY	01/24/2014	486.63
31916	9999997	KIDD, MELODY	01/24/2014	8.59
31917	531	MAGIC CITY SPRINKLER INC	01/24/2014	392.00
31918	9999997	MANN, BRITTANY NICOLE	01/24/2014	34.26
31919	411	MANPOWER	01/24/2014	520.00
31920	588	PITNEY BOWES GLOBAL FINANCIAL	01/24/2014	50.00
31921	124	TREASURER OF VA	01/24/2014	2,209.55
31922	96	UNIVAR USA INC	01/24/2014	3,850.00
31923	271	VIRGINIA CAROLINA PAVING & GRA	01/24/2014	124,163.65
31924	142	KENNETH WALSH	01/24/2014	500.00
31925	142	KENNETH WALSH	01/30/2014	1,000.00
31926	103	BEACON CREDIT UNION	01/31/2014	970.00
31927	1	BENCHMARK PROFESSIONAL SEMINAR	01/31/2014	295.00
31928	4	BOXLEY AGGREGATES	01/31/2014	899.71
31929	12	BRENNTAG MID-SOUTH INC	01/31/2014	1,978.98
31930	1	CAMPBELL CO SHERIFF'S DEPT	01/31/2014	270.00

31931	427 CENTURYLINK	01/31/2014	2,239.88
31932	1 DAN WITT	01/31/2014	27.61
31933	594 EJ	01/31/2014	2,661.90
31934	41 FISHER SCIENTIFIC	01/31/2014	5,168.85
31935	119 FOSTER ELECTRIC CO INC	01/31/2014	515.20
31936	57 ICMA RETIREMENT TRUST-457 #304	01/31/2014	1,410.00
31937	1 JAMIE OWEN	01/31/2014	18.00
31938	59 KAPPE ASSOCIATES INC	01/31/2014	2,578.07
31939	411 MANPOWER	01/31/2014	357.50
31940	218 MINNESOTA LIFE	01/31/2014	158.46
31941	423 NTELOS	01/31/2014	833.97
31942	72 PHYSICIANS TREATMENT CENTER	01/31/2014	120.00
31943	588 PITNEY BOWES	01/31/2014	79.66
31944	597 ROUNTREY INC	01/31/2014	15.99
31945	80 SOUTHSIDE ELECTRIC COOP	01/31/2014	985.50

NO. OF CHECKS:	123	TOTAL CHECKS	464,863.44
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Town of Altavista
FY 2014 Revenue Report
58% of Year Lapsed

General Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	410,000	410,000	7,477	2	408,951	100	410,000
Public Service - Real & Personal	62,000	62,000	0	0	86,631	140	86,600
Personal Property	195,000	195,000	5,383	3	146,123	75	195,000
Personal Property - PPTRA	100,000	100,000	78,871	79	89,072	89	100,000
Machinery & Tools	1,470,100	1,470,100	0	0	1,518,419	103	1,518,400
Mobile Homes - Current	500	500	-6	-1	410	82	500
Penalties - All Taxes	5,000	5,000	1,065	21	3,494	70	5,000
Interest - All Taxes	3,000	3,000	192	6	1,969	66	3,000
Local Sales & Use Taxes	125,000	125,000	11,251	9	70,675	57	135,000
Local Electric and Gas Taxes	100,000	100,000	9,910	10	55,858	56	110,000
Local Motor Vehicle License Tax	43,000	43,000	2,256	5	36,069	84	43,000
Local Bank Stock Taxes	160,000	160,000	0	0	0	0	160,000
Local Hotel & Motel Taxes	60,000	60,000	6,993	12	45,223	75	80,000
Local Meal Taxes	620,000	620,000	52,232	8	321,075	52	640,000
Audit Revenue	3,500	3,500	0	0	0	0	0
Container Rental Fees	1,000	1,000	1,000	100	1,000	100	1,000
Communications Tax	40,000	40,000	3,404	9	17,118	43	40,000
Transit Passenger Revenue	4,000	4,000	660	17	3,689	92	4,000
Business License Fees/Contractors	11,000	11,000	324	3	358	3	11,000
Business License Fees/Retail Services	110,000	110,000	0	0	370	0	110,000
Business License Fees/Financial/RE/Prof.	8,500	8,500	0	0	0	0	8,500
Business License Fees/Repairs & Person Svcs	16,500	16,500	30	0	162	1	16,500
Business License Fees/Wholesale Businesses	1,800	1,800	0	0	0	0	1,800
Business License Fees/Utilities	8,000	8,000	0	0	0	0	8,000

Town of Altavista
FY 2014 Revenue Report
58% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	1,300	1,300	0	0	0	0	1,300
Permits - Sign	1,000	1,000	120	12	600	60	1,000
Fines & Forfeitures - Court	20,000	20,000	1,454	7	9,918	50	20,000
Parking Fines	200	200	0	0	300	150	300
Interest and Interest Income	47,000	47,000	1,596	3	10,543	22	58,000
Rents - Rental of General Property	1,000	1,000	62	6	712	71	1,000
Rents - Pavilion Rentals	2,000	2,000	150	8	1,275	64	3,000
Rents - Booker Building Rentals	4,000	4,000	250	6	2,150	54	4,000
Rents - Rental of Real Property	45,000	45,000	1,667	4	28,912	64	45,000
Property Maintenance Enforcement	1,300	1,300	111	9	777	60	1,300
Railroad Rolling Stock Taxes	18,000	18,000	0	0	19,060	106	19,000
State DCJS Grant	75,000	75,000	0	0	40,074	53	80,000
State Rental Taxes	1,100	1,100	28	3	107	10	1,100
State/Misc. Grants (Fire Grant)	9,100	9,100	0	0	9,000	99	9,100
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	8,100	8,100	0	0	0	0	8,100
State Transit Revenue	12,810	12,810	4,209	33	15,926	124	12,810
Campbell County Grants	57,100	57,100	0	0	57,100	100	57,100
Litter Grant	1,600	1,600	0	0	1,982	124	2,000
Fuel - Fire Dept. (Paid by CC)	3,700	3,700	0	0	0	0	3,700
VDOT TEA 21 Grant	0	726,320	0	0	121,255	17	726,320
VDOT LAP Funding	0	751,758	0	0	119,239	16	751,760
Federal Transit Revenue	78,300	78,300	0	0	16,651	21	78,300
Federal/Byrne Justice Grant	4,000	4,000	4,538	113	4,538	113	4,500
Federal/Bullet Proof Vest Partnership Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	10,000	10,000	0	0	1,172	12	10,000
Misc. - Cash Discounts	200	200	0	0	40	20	200

Town of Altavista
FY 2014 Revenue Report
58% of Year Lapsed

General Fund Revenue (Continued)	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Miscellaneous	13,000	48,000	998	2	55,035	115	48,000
Misc. - State Forfeiture Fund	0	0	4,793	0	8,315	0	0
Misc. - Federal Forfeiture Fund			0		2,067		
Transfer In from General Fund (C.I.P.)	0	9,750	0	0	0	0	9,750
Transfer In from CIF	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	224,922	0	0	0	0	224,922
	<u>3,975,710</u>	<u>5,723,460</u>	<u>201,019</u>	<u>3.51</u>	<u>3,333,412</u>	<u>58.24</u>	<u>5,871,862</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
58% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	5,667,080	5,956,480	534,181	9	3,051,912	51	5,986,730
Debt Service	0	0	0	0	0	0	0
CIP	686,400	3,354,150	180,114	5	1,159,391	35	3,426,150
Transfer Out to General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>338,750</u>	<u>0</u>	<u>0</u>	0	<u>0</u>	0	<u>0</u>
ALL FUNDS - GRAND TOTAL:	<u>7,193,510</u>	<u>9,400,630</u>	<u>714,295</u>	<u>8</u>	<u>4,227,553</u>	<u>45</u>	<u>9,502,880</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
58% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	33,530	33,530	2,263	7	16,503	49	33,930
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,530</u>	<u>33,530</u>	<u>2,263</u>	<u>7</u>	<u>16,503</u>	<u>49</u>	<u>33,930</u>
Administration							
Operations	709,900	709,900	62,528	9	436,221	61	709,900
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Administration - TOTAL:	<u>716,900</u>	<u>716,900</u>	<u>62,528</u>	<u>9</u>	<u>436,221</u>	<u>61</u>	<u>716,900</u>
Non-Departmental							
Operations	865,580	866,580	50,963	6	240,109	28	1,005,382
Transfer Out to Cemetery Fund	-31,200	-31,200	0	0	0	0	-31,200
Transfer Out to Enterprise Fund	0	-412,280	0	0	0	0	-521,732
Transfer Out to General Fund Reserve	-411,280	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-32,500</u>	<u>50</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>358,100</u>	<u>358,100</u>	<u>50,963</u>	<u>14</u>	<u>207,609</u>	<u>58</u>	<u>387,450</u>
Debt Service	0	0	0	0	0	0	0
CIP	<u>6,000</u>	<u>1,681,000</u>	<u>62,022</u>	<u>4</u>	<u>592,969</u>	<u>35</u>	<u>1,681,000</u>
Non-Departmental - TOTAL:	<u>364,100</u>	<u>2,039,100</u>	<u>112,985</u>	<u>6</u>	<u>800,578</u>	<u>39</u>	<u>2,068,450</u>
Public Safety							
Operations	918,180	918,180	90,271	10	446,815	49	918,180
Debt Service	0	0	0	0	0	0	0
CIP	<u>48,500</u>	<u>58,250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>58,250</u>
Public Safety - TOTAL:	<u>966,680</u>	<u>976,430</u>	<u>90,271</u>	<u>9</u>	<u>446,815</u>	<u>46</u>	<u>976,430</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
58% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	954,400	954,400	53,440	6	446,676	47	954,400
Debt Service	0	0	0	0	0	0	0
CIP	<u>40,000</u>	<u>68,000</u>	<u>2,910</u>	<u>4</u>	<u>63,080</u>	<u>93</u>	<u>75,000</u>
Public Works - TOTAL:	<u>994,400</u>	<u>1,022,400</u>	<u>56,350</u>	<u>6</u>	<u>509,756</u>	<u>50</u>	<u>1,029,400</u>
Economic Development							
Operations	133,320	168,320	9,041	5	67,304	40	168,320
CIP	<u>129,400</u>	<u>129,400</u>	<u>0</u>	<u>0</u>	<u>244,124</u>	<u>0</u>	<u>129,400</u>
Economic Development - TOTAL:	<u>262,720</u>	<u>297,720</u>	<u>9,041</u>	<u>3</u>	<u>91,716</u>	<u>31</u>	<u>297,720</u>
Transit System							
Operations	85,400	85,400	9,743	11	48,164	56	86,600
Debt Service	0	0	0	0	0	0	0
CIP	<u>44,500</u>	<u>44,500</u>	<u>25,614</u>	<u>58</u>	<u>25,614</u>	<u>58</u>	<u>44,500</u>
Transit System - TOTAL:	<u>129,900</u>	<u>129,900</u>	<u>35,357</u>	<u>27</u>	<u>73,778</u>	<u>57</u>	<u>131,100</u>
GENERAL FUND TOTALS							
Operations	3,192,830	3,227,830	278,249	9	1,669,291	52	3,258,780
Debt Service	0	0	0	0	0	0	0
CIP	<u>275,400</u>	<u>1,988,150</u>	<u>90,546</u>	<u>5</u>	<u>706,075</u>	<u>36</u>	<u>1,995,150</u>
GENERAL FUND - GRAND TOTAL:	<u>3,468,230</u>	<u>5,215,980</u>	<u>368,795</u>	<u>7</u>	<u>2,375,366</u>	<u>46</u>	<u>5,253,930</u>

Town of Altavista
Council / Planning Commission
FY 2014 Expenditure Report
58% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	12,246	58	21,000
Other Employee Benefits			0	0	0	0	
Services	8,000	8,000	514	6	514	6	8,000
Other Charges	4,530	4,530	0	0	3,744	83	4,930
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	33,530	33,530	2,263	7	16,503	49	33,930

Town of Altavista
Administration
FY 2014 Expenditure Report
58% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	399,600	399,600	37,268	9	229,346	57	399,600
Other Employee Benefits	18,000	18,000	902	5	10,029	56	18,000
Services	145,300	145,300	13,881	10	106,716	73	145,300
Other Charges	119,900	119,900	8,450	7	75,855	63	119,900
Materials & Supplies	27,100	27,100	2,026	7	14,275	53	27,100
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	716,900	716,900	62,528	9	436,221	61	716,900

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
58% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	48,600	48,600	5,000	10	48,913	101	76,550
<i>Campbell County Treasurer</i>			0	0	30,845	0	30,850
<i>USDA Assistance</i>	0	0	0	0	210	0	0
<i>NABF Youth Baseball Tournament</i>	0	0	0	0	0	0	0
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	2,500
<i>Business Development Center</i>	2,500	2,500	0	0	2,500	100	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	300
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	500	500	0	0	358	72	400
Contribution - Altavista EMS	11,100	11,100	0	0	0	0	11,100
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	52,000	52,000	0	0	10,000	19	52,000
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	75,000	75	100,000
Contribution - Altavista Fire Co.	9,100	9,100	0	0	10,539	116	10,500
Contribution - Avoca	16,900	16,900	4,225	25	12,675	75	16,900
Contribution - Altavista On Track (MS)	85,000	85,000	8,750	10	26,250	31	85,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	323,700	323,700	42,975	13	183,377	57	353,050
NON-DEPARTMENTAL - Non-Departmental							
Fuel - Fire Company	5,000	5,000	638	13	2,130	43	5,000
NON-DEPARTMENT - ND - TOTAL	5,000	5,000	638	13	2,130	43	5,000
NON-DEPARTMENTAL - SUBTOTAL	328,700	328,700	43,613	13	185,507	56	358,050
TRANSFER OUT							
Transfer Out - Cemetery Fund	31,200	31,200	0	0	0	0	31,200
Transfer Out - Enterprise Fund	0	412,280	0	0	0	0	521,732
Transfer Out - Library Fund	0	0	0	0	0	0	0

Town of Altavista
Non-Departmental
FY 2014 Expenditure Report
58% of Year Lapsed

	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - General Fund Reserve	411,280	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
TRANSFER OUT - TOTAL	507,480	508,480	0	0	32,500	6	617,932
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
MATERIALS & SUPPLIES - Non. Dept.							
Avoca Materials & Supplies	29,400	29,400	7,350	25	22,102	75	29,400
MATERIALS & SUPPLIES - TOTAL	29,400	29,400	7,350	25	22,102	75	29,400
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	865,580	866,580	50,963	6	240,109	28	1,005,382
CAPITAL OUTLAY - Non-Departmental							
Capital Outlay - New	0	0	0	0	0	0	0
Replacement Improvements (T-21 / Streetscape)	0	907,900	37,643	4	415,179	46	907,900
Replacement Other than Buildings (Avoca)	6,000	6,000	3,982	66	3,982	66	6,000
Replacement Other than Buildings (VDOT LAP)	0	767,100	20,396	3	173,807	23	767,100
CAPITAL OUTLAY -TOTAL	6,000	1,681,000	62,022	4	592,969	35	1,681,000
NON-DEPARTMENTAL TOTAL - INCLUDING CAPITAL	871,580	2,547,580	112,985	4	833,078	33	2,686,382
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,100	2,039,100	112,985	6	800,578	39	2,068,450

Town of Altavista
Public Safety
FY 2014 Expenditure Report
58% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	785,680	785,680	73,219	9	380,846	48	785,680
Other Employee Benefits	0	0	0	0	0	0	0
Services	5,900	5,900	2,530	43	3,345	57	5,900
Other Charges	40,300	40,300	2,843	7	22,722	56	40,300
Materials & Supplies	86,300	86,300	11,678	14	39,901	46	86,300
Capital Outlay	48,500	58,250	0	0	0	0	58,250
Total Expenditures	966,680	976,430	90,271	9	446,815	46	976,430

Town of Altavista
Public Works
FY 2014 Expenditure Report
58% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	673,300	673,300	30,904	5	323,776	48	673,300
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,500	8,500	280	3	3,643	43	8,500
Other Charges	25,600	25,600	2,958	12	10,455	41	25,600
Materials & Supplies	247,000	247,000	19,298	8	108,801	44	247,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	40,000	68,000	2,910	4	63,080	93	75,000
Total Expenditures	994,400	1,022,400	56,350	6	509,756	50	1,029,400

Town of Altavista
Economic Development
FY 2014 Expenditure Report
58% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	77,800	77,800	8,706	11	44,849	58	77,800
Other Employee Benefits	0	0	0	0	0	0	0
Services	14,700	49,700	0	0	15,264	31	49,700
Other Charges	35,320	35,320	335	1	7,040	20	35,320
Materials & Supplies	5,500	5,500	0	0	150	3	5,500
Capital Outlay	129,400	129,400	0	0	24,412	19	129,400
Total Expenditures	262,720	297,720	9,041	3	91,716	31	297,720

Town of Altavista
Transit System
FY 2014 Expenditure Repost
58% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2014 Adopted Budget</u>	<u>FY 2014 Amended Budget</u>	<u>FY 2014 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2014 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	57,700	57,700	6,182	11	32,725	57	57,700
Services	3,500	3,500	58	2	333	10	3,300
Other Charges	4,000	4,000	155	4	2,181	55	4,000
Materials & Supplies	20,200	20,200	3,347	17	12,924	64	21,600
Capital Outlay	44,500	44,500	25,614	58	25,614	58	44,500
Total Expenditures	129,900	129,900	35,357	27	73,778	57	131,100

Town of Altavista
FY 2014 Revenue Report
58% of Year Lapsed

Enterprise Fund Revenue	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,000	4,000	207	5	1,425	36	2,400
Water Charges - Industrial	825,400	825,400	66,094	8	433,371	53	825,400
Water Charges - Business/Residential	229,700	229,700	8,598	4	131,208	57	229,700
Water Charges - Outside Community	147,700	147,700	8,045	5	68,056	46	147,700
Water Charges - Water Connection Fees	1,200	1,200	0	0	700	58	1,200
Sewer Charges - Industrial	1,100,000	1,100,000	88,065	8	578,579	53	1,100,000
Sewer Charges - Business/Residential	229,200	229,200	9,398	4	127,687	56	229,200
Sewer Charges - Outside Community	1,900	1,900	625	33	856	45	1,900
Sewer Charges - Sewer Connection Fees	4,000	4,000	2,100	53	2,600	65	4,000
Sewer Charges - Sewer Surcharges	45,000	45,000	7,973	18	28,214	63	45,000
Charges for Service - Water/Sewer Penalties	3,500	3,500	1,306	37	3,565	102	3,600
Misc. Cash Discounts	200	200	5	2	8	4	200
Misc. Sale of Supplies & Materials	1,000	1,000	0	0	319	32	500
Miscellaneous	30,000	30,000	1,750	6	24,461	82	30,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	232,870	0	0	0	0	189,718
Transfer In from Reserves (DEBT PAYOFF)	0	0	0	0	0	0	0
Transfer in From General Fund	0	412,280	0	0	0	0	521,732
ENTERPRISE FUND - REVENUE:	<u>2,622,800</u>	<u>3,267,950</u>	<u>194,166</u>	<u>6</u>	<u>1,401,048</u>	<u>43</u>	<u>3,332,250</u>

Town of Altavista
Fund Expenditure Totals
FY 2014
58% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	885,900	885,900	87,018	10	481,332	54	884,900
Debt Service	0	0	0	0	0	0	0
CIP	135,000	466,200	30,654	7	293,159	63	531,200
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>1,190,275</u>	<u>1,352,100</u>	<u>117,673</u>	<u>9</u>	<u>774,491</u>	<u>57</u>	<u>1,416,100</u>
Wastewater Department							
Operations	1,137,150	1,166,050	115,216	10	595,141	51	1,166,350
Debt Service	0	0	0	0	0	0	0
CIP	126,000	749,800	58,914	8	160,157	<u>21</u>	749,800
Transfer Out	<u>169,375</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>1,432,525</u>	<u>1,915,850</u>	<u>174,129</u>	<u>9</u>	<u>755,298</u>	<u>39</u>	<u>1,916,150</u>
ENTERPRISE FUND TOTAL							
Operations	2,023,050	2,051,950	202,234	10	1,076,473	52	2,051,250
Debt Service	0	0	0	0	0	0	0
CIP	<u>261,000</u>	<u>1,216,000</u>	<u>89,568</u>	<u>7</u>	<u>453,316</u>	<u>37</u>	1,281,000
Transfer Out	<u>338,750</u>	<u>0</u>					<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>2,622,800</u>	<u>3,267,950</u>	<u>291,802</u>	<u>9</u>	<u>1,529,789</u>	<u>47</u>	<u>3,332,250</u>

Town of Altavista
Water Department
FY 2014 Expenditure Report
58% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2014 Adopted Budget	FY 2014 Amended Budget	FY 2014 MTD	MTD % of Budget	FY 2014 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	526,200	526,200	54,212	10	297,629	57	526,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	38,450	38,450	1,226	3	16,960	44	38,450
Other Charges	162,250	162,250	16,135	10	82,729	51	161,250
Materials & Supplies	159,000	159,000	15,446	10	84,014	53	159,000
Debt Service	0	0	0	0	0	0	0
Capital Outlay	135,000	466,200	30,654	7	293,159	63	531,200
Transfer Out to Reserves	169,375	0					0
Total Expenditures	1,190,275	1,352,100	117,673	9	774,491	57	1,416,100

Town of Altavista
Wastewater Department
FY 2014 Expenditure Report
58% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	643,900	643,900	69,598	11	358,255	56	644,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,850	41,750	2,886	7	6,497	16	41,750
Other Charges	311,800	311,800	27,828	9	159,725	51	311,800
Materials & Supplies	168,600	168,600	14,904	9	70,664	42	168,600
Debt Service	0	0	0	0	0	0	0
Capital Outlay	126,000	749,800	58,914	8	160,157	21	749,800
Transfer Out	169,375	0					0
Total Expenditures	1,432,525	1,915,850	174,129	9	755,298	39	1,916,150

Town of Altavista
Fund Expenditure Totals
FY 2014
58% of Year Lapsed

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	420,000	645,500	51,406	8	290,273	45	645,500
CIP	<u>150,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>
State/Hwy Water Department - TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>51,406</u>	<u>6</u>	<u>290,273</u>	<u>36</u>	<u>795,500</u>

	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - Fund 90							
Operations							
Cemetery - Operations - Total:	31,200	31,200	2,293	7	15,875	51	31,200
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>2,293</u>	<u>4</u>	<u>15,875</u>	<u>28</u>	<u>56,200</u>

Town of Altavista
FY 2014 State/Highway Fund
58% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway Maintenance	570,000	570,000	0	0	301,259	53	570,000
Street & Highway Maintenance/Carry Over	0	225,500	0	0	0	0	225,500
Street & Highway Maintenance/Cash Discount	0	0	0	0	19.67	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>0</u>	<u>0</u>	<u>301,278</u>	<u>38</u>	<u>795,500</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	26,000	54,100	1,172	2	6,832	13	54,100
Maintenance - Pavement	162,200	307,565	54	0	149,319	49	307,565
Maintenance - Traffic Control Devices	56,800	56,800	5,310	9	24,399	43	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	40,000	56,000	2,293	4	24,348	43	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,314	5	22,033	44	50,000
General Admin. & Misc. - Miscellaneous	75,000	111,035	40,263	36	63,342	57	111,035
State/Highway Reimb. Fund - Subtotal:	<u>420,000</u>	<u>645,500</u>	<u>51,406</u>	<u>8</u>	<u>290,273</u>	<u>45</u>	<u>645,500</u>
Improvements Other Than Buildings - New	150,000	150,000	0	0	0	0	150,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	150,000	150,000	0	0	0	0	150,000
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>570,000</u>	<u>795,500</u>	<u>51,406</u>	<u>6</u>	<u>290,273</u>	<u>36</u>	<u>795,500</u>

Town of Altavista
FY 2014 Cemetery Fund
58% of Year Lapsed

Cemetery Fund - Fund 90	FY 2014 Adopted <u>Budget</u>	FY 2014 Amended <u>Budget</u>	FY 2014 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2014 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Permits/Burials	15,000	15,000	3,200	21	7,400	49	15,000
Interest/Interest Income	6,000	6,000	74	1	4,304	72	6,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>31,200</u>	<u>31,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,200</u>
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>3,274</u>	<u>6</u>	<u>14,304</u>	<u>25</u>	<u>56,200</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	1,727	18	4,976	52	9,500
Salaries and Wages/Overtime	500	500	226	45	521	104	500
Benefits/FICA	800	800	146	18	402	50	800
Benefits/VRS	1,100	1,100	94	9	484	44	1,100
Benefits/Medical Insurance is pre-paid	1,100	1,100	91	8	571	52	1,100
Benefits/Group Life	200	200	9	5	52	26	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	8,869	49	18,000
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,200</u>	<u>56,200</u>	<u>2,293</u>	<u>4</u>	<u>15,875</u>	<u>28</u>	<u>56,200</u>

Town of Altavista

Grand Total of all Investments and Deposits

\$ 12,085,441.28

Balance as of January 31, 2014

Non-SpecificGreen Hill Cemetery 496,269.15

General Fund Reserves

Capital Improvement Program Reserves

3,028,145.68

Altavista EDA Funding 288,191.61 *VDOT TEA 21 Enhancement Match 309,000.00597,191.61

Enterprise Fund Reserves

Capital Improvement Program Reserves

184,940.68

PCB Remediation 626,288.83Community Improvement Reserve 0.00Police Federal 2,413.12Police State 12,134.21Train Station 2,266.29

Public Funds Money Market Accounts

6,518,140.81

Operating Checking Account (Reconciled Balance) 617,650.90**DESIGNATED FUNDS** 2,354,214.11

Reserve Policy Funds (This figure changes annually w/audit)

UNDESIGNATED FUNDS

9,731,227.17

-6,142,695.003,588,532.17

	<i>General</i>	<i>Enterprise</i>	<i>Total</i>
Policy \$	4,827,099	1,315,596	6,142,695

NOTES: Earmarked CIP Reserve / Trash Truck - FY 2015
 Transfer of excess funds from Operating Acct. to MM
 Transfer of excess funds from Operating Acct. to MM

-184,000.00

-1,200,000.00

-300,000.00

FY13 Carryover Needs

-2,922,150.00

Funding from VDOT and LAP from Downtown Projects

1,478,078.00

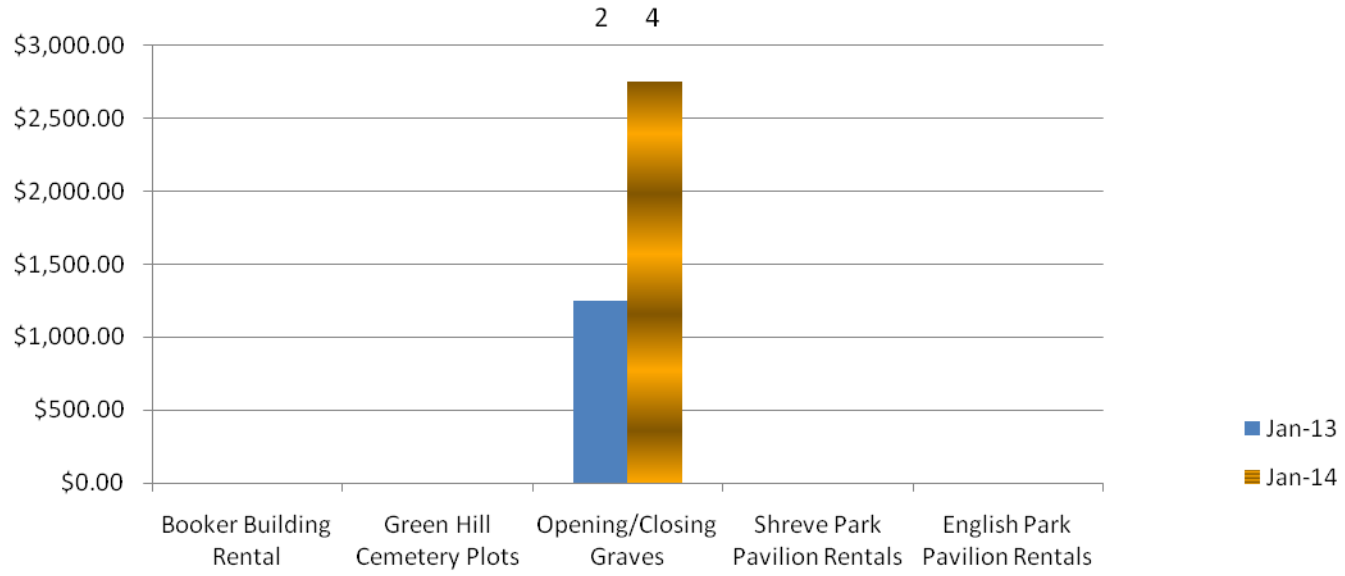
FY14 GF Projected Transfer out of Reserves to fund CIP

0.00

FY14 EF Projected Transfer out of Reserves to fund CIP

0.00

UNDESIGNATED RESERVE FUND BALANCE460,460.17



Town of Altavista

Monthly Business Activity Report

Date 1/31/2014

OPENED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Type of Business	Federal Id or SSN	Open Date
Jerome Chouinard	9061 130th Ave N Largo FL 33773	Chouinard Construction	contractor		1/6/2014
Terri Dews	815 Main St Altavista	Airabella Flowers & Gifts LLC	retail		1/1/2014
Tina F Barbour	2126 Laurel Ln Altavista	Tina F Barbour Editing Services LLC	Pers Serv		1/8/2014

CLOSED

Applicant Name	Mailing Address & Physical Address (if different)	Trade Name	Personal Property Account # (if known)	Federal Id or SSN	Close Date
Kathy Shirey	815 Main St	Airabella Flowers & Gifts			1/1/2014

Monthly Report to Council

Date: February 11, 2014
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: January 2014 Activity

1. Zoning/Code Related Matters:

1/2/2014	001-14	Terry Lambert 514 Smith Rd. Hurt, VA		Ebay business at 611 7th St.		
3-Jan	002-14	Terri Dews 815 Main St. Altavista		New owner Airabella Flowers & Gifts, LLC		
6-Jan	003-14	I.H. McBride Sign Co. Lynchburg, VA		Facia sign Pizza Hut 105 Clarion Rd Suite C		
7-Jan	004-14	Dennis Peerman 110 Hillside Rd. Hurt Va		PA PA Hobby Shopt & More, LLC 521 Main St.		
16-Jan	006-14	Dominion Power 104 Wood Lane		5,000 sq. ft. warehouse		
31-Jan	007-14	Jerome Snyder, Lynchburg VA		New business, 621 Broad St. Kvasir Meadworks		

2. Site Plans Reviewed and/or Approved:

- Reviewed and commented on draft survey to combine lots at unopened end of Valley View Drive.

3. Planning Commission (PC) Related:

- Prepared agenda and packets for February 2014 meeting. Reviewed draft DRO ordinance which included design guidelines.

4. AOT Related

- Nothing noted

5. ACTS Relate

- Completed January billing reimbursement request to DRPT for operations.
- Completed grant application for operations and CIP for FY2015.
- Validated daily ridership and revenue for bus system- see bus report.
- Completed online December monthly reporting to DRPT.
- Attended CTAV board meeting in Richmond.
- Worked on driver annual evaluations.

6. Projects and Administrative Related:

- Updated GIC
- Town Council reports for February
- Certified December monthly bank statements.
- Continued to manage the streetscape and infrastructure project with VCP. January was a slow month for construction as there were 18 weather days due to rain or cold

temperatures. There was significant administration work related to change orders, punch list items and billing that were worked on. No progress meeting was held but a lengthy phone conference to work on matters was held. VCP needs about 5-6 days of no rain and surface temperatures above 40 degrees to complete asphalt and concrete work. After that all that remains will be punch list items.

- Participated in departmental budget meetings.
- Trained with John Tomlin to orient myself with PW operations so that I could manage that department until a replacement is hired.
- Drafted memo regarding Avoca CIP request to spend left over funds on needed repairs at the museum.
- Attended managers/assistants' luncheon.

MEMO

To: Mayor Mattox & Members of Town Council
Fr: Megan A. Lucas, Economic Development Dir.
Date: February 2014
Re: Activity Report encompassing *January 2014*

Below are my activities relating to the AEDA's six components for the first year action plan.

1. **Capacity Building** – Establish a full-time economic developer position, in January, 2012. **Status: complete**
2. **Networking** – The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resources **Status: Active**

US Chamber Winter Institute, taught 2 courses	AOT Board Meeting
US Chamber of Commerce Board Meeting	AOT Planning Meeting
Lunch with Councilwomen Dalton	Region 2000 Economic Dev. Meeting
ACoC Industry HR Lunch	Meeting with ECS Mid-Atlantic
Meeting & Tours with Gay & Neal	Attended Sen. Warner event at VTI
AOT ER Committee Mtg.	Project Charlie meetings
ACoC Annual Dinner	
3. **Existing Business Retention and Expansion** - An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year. **Status: Active** working on one expansion at this time and one new prospect
4. **Develop Products** —Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives. **Status: Active**, AEDA hired Gay and Neal to evaluate industrial sites phase one of this process will be complete in by the end of February
5. **Marketing** – Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. **Status: Active**
 - Hired Brand Acceleration to design our business brand, logo and website, established web address AltavistaVA.com, reviewing site content version three, gathering photos for the site and reviewing logo options
 - Street Banners up
 - Developing plan for community-wide marketing campaign.
6. **Encourage Entrepreneurism** – Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential. **Status: active**



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF JANUARY, 2014

CRIME STATISTICS - January 1, 2013 thru January 31, 2013

Crimes Against Persons

For the Month of January, the Town of Altavista Community experienced 8 incidents or a 100% increase of Crimes Against Persons compared to 4 incidents last year during the same time duration.

- 1 Robbery
- 5 Aggravated Assaults
- 2 Simple Assaults

Property Crimes

For the Month of January, the Town of Altavista Community experienced 8 incidents or a 0.00% decrease of Property Crimes compared to 8 incidents last year during the same time duration.

- 2 Breaking & Entering
- 2 Shoplifting
- 1 Theft From Motor Vehicle
- 3 Destruction of Property/Vandalism

Quality of Life Crimes

For the Month of January, the Town of Altavista Community experienced 6 incidents or a 45.45% decrease of Quality of Life Crimes compared to 11 incidents last year during the same time duration.

- 1 Weapon Law Violation
- 1 Driving under the Influence
- 1 Trespass of Real Property
- 3 All Other Offenses

CRIME STATISTICS - January 1, 2014 thru December 31, 2014 Y.T.D.

Year to date, the Town of Altavista experienced 8 incidents or a 100% increase of Crimes Against Persons compared to 4 incidents last year during the same time duration.

- 1 Robbery
- 5 Aggravated Assault
- 2 Simple Assault



Year to date, the Town of Altavista experienced 8 incidents or a 0.0% decrease of Property Crimes compared to 8 incidents last year during the same time duration.

- 2 Breaking & Entering
- 2 Shoplifting
- 1 Theft From Motor Vehicle
- 3 Destruction of Property/Vandalism

Year to date, the Town of Altavista experienced 6 incidents or a 45.45% decrease of Quality of Life Crimes compared to 11 incidents last year during the same time duration.

- 1 Weapon Law Violation
- 1 Driving under the Influence
- 1 Trespass of Real Property
- 3 All Other Offenses

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

For the Month of January, the Town of Altavista Community experienced 16 incidents or a 33.33% increase in Major Crimes compared to 12 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 16 incidents or a 33.33% increase in Major Crimes compared to 12 incidents last year during the same time duration.

The above statistics depict "Aggravated Assault" as the most frequent occurrence of criminal activity the Town of Altavista experienced during the month of January.

CALLS FOR SERVICE - January 1, 2014 thru January 31, 2014

The Altavista Police Department was dispatched to 352 Calls for Service or an 18.5% increase compared to 297 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2014 thru December 31, 2014- Y.T.D.

The Altavista Police Department was dispatched to 352 Calls for Service or an 18.5% increase compared to 297 C.F.S. last year during the same time duration.

CRIMINAL ARRESTS EXECUTED - January 1, 2014 thru January 31, 2014

The A.P.D. executed 14 criminal arrests or a 100% increase compared to 7 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED - January 1, 2014 thru December 31, 2014- Y.T.D.

The A.P.D. executed 14 criminal arrests or a 100% increase compared to 7 criminal arrests last year during the same duration



TRAFFIC CITATIONS ISSUED - January 1, 2014 thru January 31, 2014

The A.P.D. issued 7 traffic summons or a 300% decrease compared to 21 traffic summons issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2014 thru December 31, 2014 Y.T.D.

The A.P.D. issued 7 traffic summons or a 300% decrease compared to 21 traffic summons issued last year during the same time duration.

OFFICER OF THE MONTH – January, 2014

The Altavista Police Department has selected Officer A.S. Earhart and Officer C.A. Swearingen as the Officers of the Month for the month of January 2014. On 1/5/2014 Officers Earhart and Swearingen responded to a Malicious Wounding incident. The only information that the victim, who suffered fractures and other injuries and had to be taken to the hospital, was able to provide was the name of one of the subjects who had been visiting him at the time of the incident. Through extensive investigation, Officers Earhart and Swearingen were able to identify the subjects involved in the incident. This subsequently led to the offender being identified, located and charged in the incident. The dedication and determination shown by these officers during this investigation brings honor to themselves, the Altavista Police Department and the town.

PERSONNEL TRAINING

Forty-six (46) hours of training were afforded to police personnel during the month of January, 2014. Blocks of instruction pertained to the following training subjects: Canine Training, Narcotics Interdiction, and Grant Management.

WHAT'S NEW

The Altavista Police Department Crime Prevention Unit (CPU) conducted a Business Walk of several of the businesses in town. The officers of the CPU introduced themselves to the merchants, provided them with some information on recent events in the town, and advised them of duties of the CPU. The merchants were also advised that the CPU will be coming around in the near future to conduct a survey of the businesses in order to better target their efforts. This Business Walk was well received by a vast majority of the businesses, many of which indicated their desire to work with the Altavista Police Department to further the Crime Prevention programs.

Officer Rob Haugh conducted an informative presentation at Faith Christian Academy during the month of January. Officer Haugh presented a lecture on Crime Scene Investigation to Middle and High School students as part of the Forensics portion of the school's J-Term. According to the feedback received from the school, this presentation piqued the interest of several of the students, who expressed a desire to participate in a Ride-along program and consider a future in Law Enforcement.

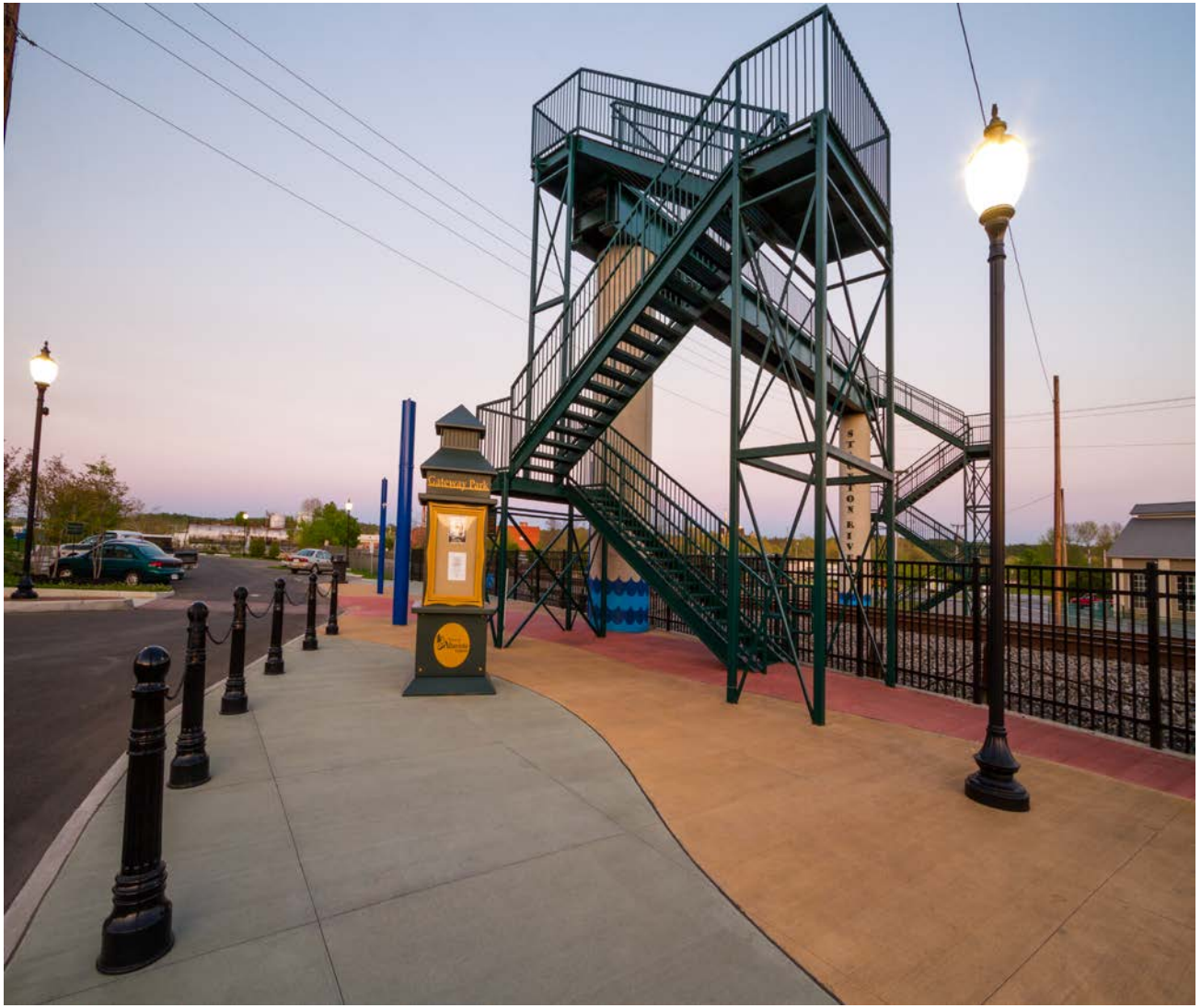
Based upon complaints received by several businesses in the Central Business District (specifically in the areas of Broad Street and the 500 block of Main Street), the Crime Prevention Unit began an evaluation of the restricted parking zones in this area. During the evaluation, it was noted that the



area needed better signage, that there may be a need to update the Town Ordinances regarding parking and that there does appear to be validity to the parking concerns in the area. The CPU has begun to look at the wording of the Town Code and is looking to determine what action is needed in regards to signage. This effort is on-going at this time.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

PUBLIC WORKS MONTHLY REPORT For: January 2014



WATER MAINTENANCE REPORT – PUBLIC WORKS (January 2014)

WO ID	Location	Status	Description	Priority	Actual Completion Date
2326	Myrtle Ln.	Work In Progress	Repair water service line.	Emergency	
2357	9th Street	Work In Progress	Water service repair.	Medium	
2358	Lola Ave.	Work In Progress	Repair main water line break.	Emergency	
2368	Town Wide	Work In Progress	Weekly - Miss Utility Weekly - Refer to PM schedule details.	Medium	
2373	9th Street	Work In Progress	Repair water service.	Emergency	
2374	Eudora Ln.	Work In Progress	Repair water main.	Emergency	
2377	Bedford Avenue	Work In Progress	Repair water main.	Emergency	
2360	Lola Ave.	Complete	Repair water leak on blow off.	Emergency	1/24/2014
2342	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	Medium	1/30/2014
2260	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	Medium	1/10/2014
2272	Avondale Dr.	Closed Work Orders	Repair frozen meter.	Medium	1/7/2014
2276	Main St.	Closed Work Orders	No water per owner that came into Town Hall and spoke with Cheryl.	High	1/10/2014
2299	Town Wide	Closed Work Orders	Weekly - Miss Utility Weekly - Refer to PM schedule details.	Medium	1/21/2014

SEWER MAINTENANCE REPORT – PUBLIC WORKS (January 2014)

WO ID	Location	Building	Status	Description	Priority	Actual Completion Date
2249	Page 1 Sewer Book		Work In Progress	Sewer Maintenance/Repair	Medium	
2322	Streets	Grace Ave.	Work In Progress	Sewer Repair Main	Medium	1/16/2014
2323	Streets	Grace Ave.	Work In Progress	Sewer Video Main	Medium	
2246	Streets	Main St.	Work In Progress	Sewer Blockage Main Line (Page 14)	Emergency	
2277	Streets	3rd Street	Closed Work Orders	Vehicle/Equipment Maintenance	Medium	1/10/2014

GREEN HILL CEMETERY – PUBLIC WORKS (January 2014)

Work Order ID	Location	Status	Request Description	Date	Actual Completion Date
2303	Green Hill Cemetery	Closed Work Orders	Burial - Open/Close Harold Seay 11:00 AM Graveside	1/14/2014	1/17/2014
2324	Green Hill Cemetery	Closed Work Orders	Burial - Cremation - Margaret Mann Sunday, 10:04 AM Graveside	1/14/2014	1/21/2014

RECYCLING REPORT (Altavista Commons Drop-Off Point) (Through December 2013)

		Charges	Payment	Revenue	Rev. %
	FY2014				
	Jul-13	740.00	589.85	150.15	20.29%
	Aug-13	620.00	569.00	51.00	8.23%
	Sep-13	620.00	620.00	0.00	0.00%
	Oct-13	740.00	677.15	62.85	8.49%
	Nov-13	620.00	537.65	82.35	13.28%
	Dec-13	740.00	740.00	0.00	0.00%
		<u>Charges</u>	<u>Payment</u>	<u>Revenue</u>	<u>Rev. %</u>
FY2014	MTD Total:	4,080.00	3,733.65	346.35	8.49%
FY2013	MTD Total:	4,231.54	4,125.24	106.30	2.51%
	<i>Year Total:</i>	<i>8,088.64</i>	<i>7,871.54</i>	<i>217.10</i>	<i>2.68%</i>
FY2012	MTD Total:	3,960.00	3,253.40	706.60	17.84%
	<i>Year Total:</i>	<i>7,920.00</i>	<i>6,946.00</i>	<i>974.00</i>	<i>12.30%</i>
FY2011	MTD Total:	3,960.00	3,637.65	322.35	8.14%
	<i>Year Total:</i>	<i>7,920.00</i>	<i>6,965.27</i>	<i>954.73</i>	<i>12.05%</i>
FY2010	MTD Total:	3,720.00	3,475.90	244.10	6.56%
	<i>Year Total:</i>	<i>7,680.00</i>	<i>5,852.45</i>	<i>1,827.55</i>	<i>23.80%</i>

MISCELLANEOUS PUBLIC WORKS FUNCTIONS (January 2014)

Description	Total Qty.
Bags of Litter	99
Brush Collection Loads	6
Brush Collection Stops	64
Bulk Collection Stops	63
Bulk Collection Tonnage	11.69
Leaf Collection Loads	9
Sweeping Miles	27
Miss Utility Tickets	35
Sewer (Video) Footage	60
Solid Waste Tonnage	78.73
Sand Tonnage	11.45
Salt Tonnage	19.54
Salt and Sand Tonnage	6.73

OTHER ITEMS:

- John Tomlin, Public Works Director retired.
- Jamie Owen – Streets Crew - Earned his CDL with tanker endorsement.
- Chuck Newman hired as a Laborer III – Streets Crew.
- Received the new Tack Sprayer Tank for asphaltting.
- Department responded to several winter storm events.

Altavista Community Transit System (ACTS)

Calendar Year Totals

	Rider Totals	Miles Driven	Fare Box Revenue	Days Run	Ave./per Day
<u>2011</u>	10,919	40,392	\$ 3,783.00	272.5	40
<u>2012</u>	15,282	45,706	\$ 5,329.50	281	54
<u>2013</u>	17,760	45,358	\$ 5,721.00	282.5	63
<u>2014</u>	<u>1,318</u>	<u>3,834</u>	<u>\$ 628.00</u>	<u>24</u>	<u>55</u>

[illegible]

WASTEWATER

January 2014

SUMMARY

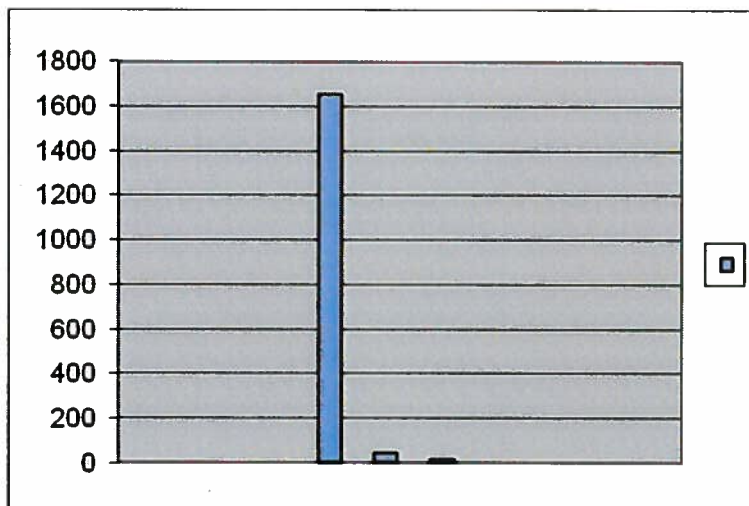
- Submitted FY2015 Budget
- Submitted Annual Pretreatment Report to DEQ
- Public Works / Utility Committee meeting
- Repaired NPW leak
- Met with Larry Robinson and Gabriele Ludewig both PhD's from the University of Iowa, concerning possible future projects for the EOP. They both specialize in the field of Occupational & Environmental Health.
- Staff Budget Meeting
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 182 wet tons of sludge processed
- Treated 74.04 million gallons of water

January
2014

1653.5 Man Hours Worked

41.5 Sick Leave

13 Vacation Hours



Water Department Report January, 2014

Water Production:

Water Plant: 59.00 million gallons of raw water treated.

Water Plant: 47.00 million gallons of finished water delivered.

Mcminnis Spring: 9.2 million gallons of finished water treated.

Mcminnis Spring: average 297,000 gallons per day and run time hours 17 a day.

Reynolds Spring: 5.6 million gallons of finished water treated.

Reynolds Spring: average 182,000 gallons per day and run time hours 11 a day.

Water Purchased:

CCUSA: 223,652 gallons (December 2013)

Water Sold:

Town of Hurt

Water Plant Averages for January, 2014:

Weekday: 19.0hrs / day of production

2,025,000 gallons treated / day

Weekends: 15.0hrs / day of production

1,551,000 gallons treated / day

Special Projects:

- Increase run time for Abbott water use.
- Leaks , Lola Ave., Bedford Ave. Eudora lane.
- Changing work schedule to meet Abbott water use.

Water Plant

- D.E.Q. water report sent in and completed.
- Budget and C.I.P. turned in and complete..
- Painting 1st. floor at Plant.
- EPA changed the turbidity level for both springs from <200 to < 100 NTU for the raw water as of 1st.of July 2013. We are now required to sample each spring every Wednesday until further notice.



Meeting Date: February 11, 2014

FINANCE/HUMAN RESOURCES COMMITTEE REPORT



The Finance/Human Resources Committee met on Thursday, January 23rd to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: Budget Amendments (*Action Requested*)

Based on action of Council at last month's meeting, staff submitted the two attached budget amendments for the Finance Committee's consideration. The budget amendments address the \$5,000 approved for Financial Advisor services and the \$13,257.30 for the first six payments (FY2014 portion) of the Adverse Experience Adjustment associated with opting out of The Local Choice Program. **Note:** *The remaining six months of the Adverse Experience Adjustment will be included in the FY2015 Budget. (Attachment(s): Budget Amendments)*

Possible Motion: *"Approval of the two aforementioned budget amendments in the amount of \$5,000 and \$13,257.30 respectively."*

NOTE: *The Committee discussed that such budget amendments may be addressed on the Consent Agenda in the future.*

II: Other Items/Updates (*Informational Only*)

- FY2015 Budget – Revenue Forecast: Staff gave the Committee on update on the initial revenue forecast for the FY2015 Budget. (*Attachments: Revenue Forecasts for General and Enterprise Fund*)
- Next Finance/HR Committee Meeting: Thursday, February 27th at 8:15 AM in the large conference room.

Members Present: Dalton, Edwards and Ferguson

Budget Amendments

Attachment(s):

- *Adverse Experience Adjustment (AEA)*
- *Professional Services (Financial)*



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Other Charges / Miscellaneous		
010-1101-401.50-32	\$ 13,257.30	
General Fund		
Miscellaneous Revenue		
010-0000-361.01-00		\$ 13,257.30

Summary

To appropriate \$13,257.29 to cover half the cost of the Adverse Experience Adjustment (AEA) associated with separating from the Local Choice Program.

Budget Impact

This will result in a net increase to the budget of \$13,257.29, funds will be transferred in from General Fund Reserves. Approved by Council at the January 14, 2014 meeting.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 11th day of February, 2014



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Enterprise Fund		
Contractual Services / Misc & Professional Services		
050-5001-701.30-14	\$ 5,000.00	
Enterprise Fund		
Transfer In / From Reserves		
050-0000-361.01-00		\$ 5,000.00

Summary

Appropriate \$5,000.00 to be used for obtaining the services of a Financial Advisor regarding the Bedford Avenue Waterline Project.

Budget Impact

This will result in a net increase to the budget of \$5,000.00. Approved by Council at the January 14, 2014 meeting.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 11th day of February, 2014

Other Items

Attachment(s):

- *Preliminary Revenue Forecasts for General and Enterprise Funds*

GENERAL FUND

Altaivista - Initial Revenue Projections (FY2015)

	FY2013 Year End	2014 Budgeted	2014 Amended	FY2015
Property Taxes - Real Property	413,378	410,000	410,000	410,000
Public Service - Real & Personal	61,603	62,000	62,000	86,600
Personal Property	205,575	195,000	195,000	195,000
Personal Property - PPTRA	112,851	100,000	100,000	100,000
Machinery & Tools	1,470,339	1,470,100	1,470,100	1,518,000
Mobile Homes - Current	425	500	500	500
Penalties - All Taxes	5,845	5,000	5,000	5,500
Interest - All Taxes	3,126	3,000	3,000	3,000
Local Sales & Use Taxes	147,796	125,000	125,000	135,000
Local Electric & Gas Taxes	111,893	100,000	100,000	110,000
Local Motor Vehicle License Tax	45,479	43,000	43,000	43,000
Local Bank Stock Taxes	160,104	160,000	160,000	160,000
Local Hotel & Motel Taxes	82,276	60,000	60,000	80,000
Local Meals Tax	682,194	620,000	620,000	660,000
Audit Revenue	0	3,500	3,500	3500
Container Rental Fees	975	1,000	1,000	900
Communications Tax	41,590	40,000	40,000	40,000
Transit Passenger Revenue	5,677	4,000	4,000	5,000
BPOL - Contractors	7,146	11,000	11,000	7,000
BPOL - Retail Services	115,697	110,000	110,000	110,000
BPOL - Financial/RE/Prof.	10,389	8,500	8,500	8,500
BPOL - Repairs/Personal Svcs	18,028	16,500	16,500	16,500
BPOL - Wholesale Business	1,917	1,800	1,800	1,800
BPOL - Utilities	7,800	8,000	8,000	8,000
BPOL - Hotels	1,575	1,300	1,300	1,300
Permits - Signs	1,320	1,000	1,000	1,000
Fines & Forfeitures - Court	33,546	20,000	20,000	20,000
Parking Fines	190	200	200	200
Interest and Interest Income	45,610	47,000	47,000	58,000
Rents - Rental of Gen. Prop.	962	1,000	1,000	1,000
Rents - Pavilions	3,225	2,000	2,000	3,000
Rents - Booker Building Rentals	3,600	4,000	4,000	4,000
Rents - Rental of Real Prop.	75,300	45,000	45,000	60,000
Property Maintenance Enforcement	1,332	1,300	1,300	1,300
Railroad Rolling Stock Tax	18,058	18,000	18,000	19,000
State DCJS Grant	80,148	75,000	75,000	80,000
State Rental Taxes	417	1,100	1,100	500
State/Misc. Grants (Fire Grant)	9,839	9,100	9,100	9,100
State/VDOT Contract Services	2,324	3,000	3,000	3,000
VDOT Police Grant/Overtime	6,150	8,100	8,100	0
State Transit Revenue	17,282	12,810	12,810	12,810

Campbell County Grants	57,100	57,100	57,100	57,100
Litter Grant	2,247	1,600	1,600	2,000
Fuel - Fire Dept. (Reimbursed by CC)	<u>4,832</u>	<u>3,700</u>	<u>3,700</u>	<u>4,100</u>
	4,077,160	3,870,210	3,870,210	4,045,210
VDOT TEA 21 Grant	85,482	0	726,320	0
VDOT LAP Funding	185,358	0	751,758	0
Federal Transit Revenue	64,344	78,300	78,300	78,300
Federal/Byrne Justice Grant	5,619	4,000	4,000	4,000
Federal/Bullet Proof Vest Grant	<u>2,800</u>	<u>0</u>	<u>0</u>	<u>0</u>
	343,603	82,300	1,560,378	82,300
Misc. - Sale of Supplies & Materials	39,867	10,000	10,000	10,000
Misc. - Cash Discounts	215	200	200	200
Misc.	24,759	13,000	48,000	<u>13,000</u>
Misc. - State Forfeiture Fund	0	0	0	0
Misc. - Federal Forfeiture Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	64,841	23,200	58,200	<u>23,200</u>
Transfers In from General Fund	72,200	0	9,750	0
Transfer In from CIF	134,701	0	0	0
Transfer In form GF Designated Reserves	<u>0</u>	<u>0</u>	<u>224,922</u>	<u>0</u>
	206,901	0	234,672	0
	4,142,001	3,893,410	3,928,410	<u>4,068,410</u>
109.04%				
	343,603	82,300	1,560,378	82,300
	206,901	0	234,672	0
	4,692,505	3,975,710	5,723,460	4,150,710

Altavista - Initial Revenue Projections (FY2015)

Enterprise Fund

	2013 Year End	2014 Budgeted	2014 Amended	<div></div> FY2015
Interest/Interest Income	<u>3,388</u> 3,388	<u>4000</u> 4,000	<u>4000</u> 4,000	<u>3500</u> 3,500
Water Charges - Industrial	802,774	825,400	825,400	861,000
Water Charges - Business/Residential	217,215	229,700	229,700	239,600
Water Charges - Outside Community	127,590	147,700	147,700	130,200
Water Charges - Water Connection Fees	<u>1,450</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
	1,149,029	1,204,000	1,204,000	1,232,000
Sewer Charges - Industrial	1,077,035	1,100,000	1,100,000	1,130,900
Sewer Charges - Business/Residential	221,920	229,200	229,200	238,800
Sewer Charges - Outside Community	1,952	1,900	1,900	1,900
Sewer Charges - Sewer Connection Fees	3,300	4,000	4,000	2,000
Sewer Charges - Sewer Surcharges	<u>33,759</u>	<u>45,000</u>	<u>45,000</u>	<u>40,000</u>
	1,337,966	1,380,100	1,380,100	1,413,600
Charges for Service Water/Sewer Penalties	3,554	3,500	3,500	3,500
Misc. Cash Discounts	29	200	200	0
Misc. Sale of Supplies & Materials	0	1,000	1,000	500
Misc.	<u>34,830</u>	<u>30,000</u>	<u>30,000</u>	<u>25,000</u>
	38,413	34,700	34,700	29,000
State Flouride Grant	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
		0	0	0
Transfer In - Fund 50 (CIP Reserves)	0	0	232,870	0
Transfer In - General Fund	<u>551,270</u>	<u>0</u>	<u>412,280</u>	<u>0</u>
	551,270	0	645,150	0
	2,528,796	2,622,800	2,622,800	2,678,100
97.53%	0	0	0	0
	551,270	0	645,150	0
	3,080,067	2,622,800	3,267,950	2,678,100



Meeting Date: February 11, 2014

PUBLIC WORKS/UTILITY COMMITTEE REPORT



The Public Works/Utility Committee met on Thursday, January 23rd to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

I: WWTP Emergency Overflow Pond – PCB Issues

A: **Berm maintenance:** Last month, Town Council was updated on the possibility of purchasing dirt that could be “backhauled” by the Town on return trips from the landfill. This dirt would be utilized for the maintenance of the berm around the pond and prevention of inflow of storm water into the pond. ***The Committee would recommend that a not to exceed figure of \$5,000 be appropriated for this purpose.*** The funds would come from Reserves and a budget amendment would be requested at a later date. (No Attachments)

B: **ECap proposal:** Staff submitted to the Committee a proposal from Ecolotree (Dr. Licht) regarding installation of an additional “test plot”. The Committee reviewed the proposal and took no action, at this time. (Attachments: Ecolotree's proposal with map; email(s) from Dr. Licht)

II: Dearing Ford Water Tank request

Earlier in January, the Town received a response regarding the County's position on conveyance of the elevated water tank in the area of the Altavista Commons Shopping Center. The Town had asked that the tank be conveyed to the Town and that the funds associated with demolition (\$40,000) and revalving (\$16,000) be included, to which the County responded that they would agreeable to conveying the tank but without the funds. ***The Committee would recommend that the Town submit a counterproposal seeking conveyance of the tank and the funds that the County would spend if they had to demo the tank (\$40,000).*** (Attachment: County's response letter)

III: Train Station A/C quotes

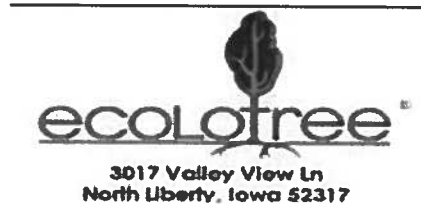
Per the attached memorandum, staff is seeking authorization to proceed with the replacement of the air conditioning unit at the Train Station. The new unit would be an Ameri-Star 5-ton unit with warranties of 5 years on the compressor and 1 year on parts/labor. ***The Committee recommends proceeding with this item based on the lowest quote (Tyree-Little's Heating & Cooling) of \$4,650 with the funds being appropriated from Reserves.*** A budget amendment will be requested at a later date. (Attachment: Memo to Public Works/Utility Committee, dated Jan.21, 2014)

WWTP Emergency Overflow Pond (PCB Issue)

Attachment(s):

- ***Ecolotree Proposal***
- ***Emails from Dr. Licht (Ecolotree)***

Project Summary:	
Project name:	Altavista ECap
Project location:	Town of Altavista VA
Ecolotree project #:	2012.08
Consultant:	No other local consultant involved with Phyto trial
Contracting agent:	Ecolotree direct to Town of Altavista
Installation type:	ECap over lagoon PCB sediment - Phase 3
Size of planting area:	6.2 acres
Contract duration:	3.1.14 - 12.31.14



Contract type:	A. Contract between Town Altavista & Ecolotree; B. Lump-sum fixed price for ECap installation with O&M support.
Phase 2 Strategy:	A. The objective is to obtain lagoon sediment layer containment using phyto treatment to sequester and reach <50 ppm PCB mass in all Site sediment to achieve in-place closure; B. Ecolotree staff will provide Phase 3 design for Town of Altavista review/acceptance; D. By March 1, owner will install one more phyto test Plot #6 located near Plot #5 using proven soils and placement techniques ; D. Ecolotree will deliver 30 poplar and 30 willow trees to install in new plot and assist in their planting; E. Ecolotree Project Manager will maintain monthly contact with local staff for updates; F. Ecolotree staff will travel to site for one drive-by maintenance and sampling trip proposed during summer 2014; F. One year-end fall trip will include further sediment sampling and evaluation; G. Fall trip can include major meeting with Town Council to determine path forward; H. Dr. Yi Liang - a recent graduate from The University of Iowa Civil/Environmental Engr. - will help adapt her research in the microbial activity in phyto root systems exposed to PCB. G. VDEQ, EPA and other technical supporters will be appraised of results if desired by Town Council.
Project Back Ground:	A. POTW sediment pond with PCB in sediment at concentrations >50ppm; B. 2012 Phase 1 included four prototype ECap plots and native plant phyto testing; C. 2013 Phase 2 included planting one new plot in area with known high PCB concentrations; D. 2014 Phase 3 includes preparing ETCap over 30 - 40 ft diameter shallow island over highest PCB concentrations; E. These phased plots are growing as planned and provide the field laboratory to measure PCB mineralization rates influenced by phyto; F. The University of Iowa will propose potential involvement for specific research using this field site.
2014 ECap Installation and Maintenance Support:	A. Support local Town of Altavista and Council staff to review 2013 Year-end report and also review current research specifically related to Altavista VA situation; B. Work with Town Altavista staff and council members to review plot expansion plan; C. Phase 3 Plot #6 soils placement and fence will be scheduled before March 9, 2014 by Town of Altavista and local operations staff; D. Ecolotree will provide 60 trees for Phase 3 Plot #6 and assist in their planting; E. 2014 O&M support in budget includes 2 return trips by Ecolotree project manager; F. 2014 O&M budget includes one sampling and site visit by Dr. Liang to be scheduled concurrently when Ecolotree staff is on site; G. There is NO BUDGET for PCB analyses - funding and responsibility to be defined in PCB EPA Superfund research ongoing by The University of Iowa.

Summary Table	
Total 2014 Ecolotree Support for ECap Installation	\$17,975

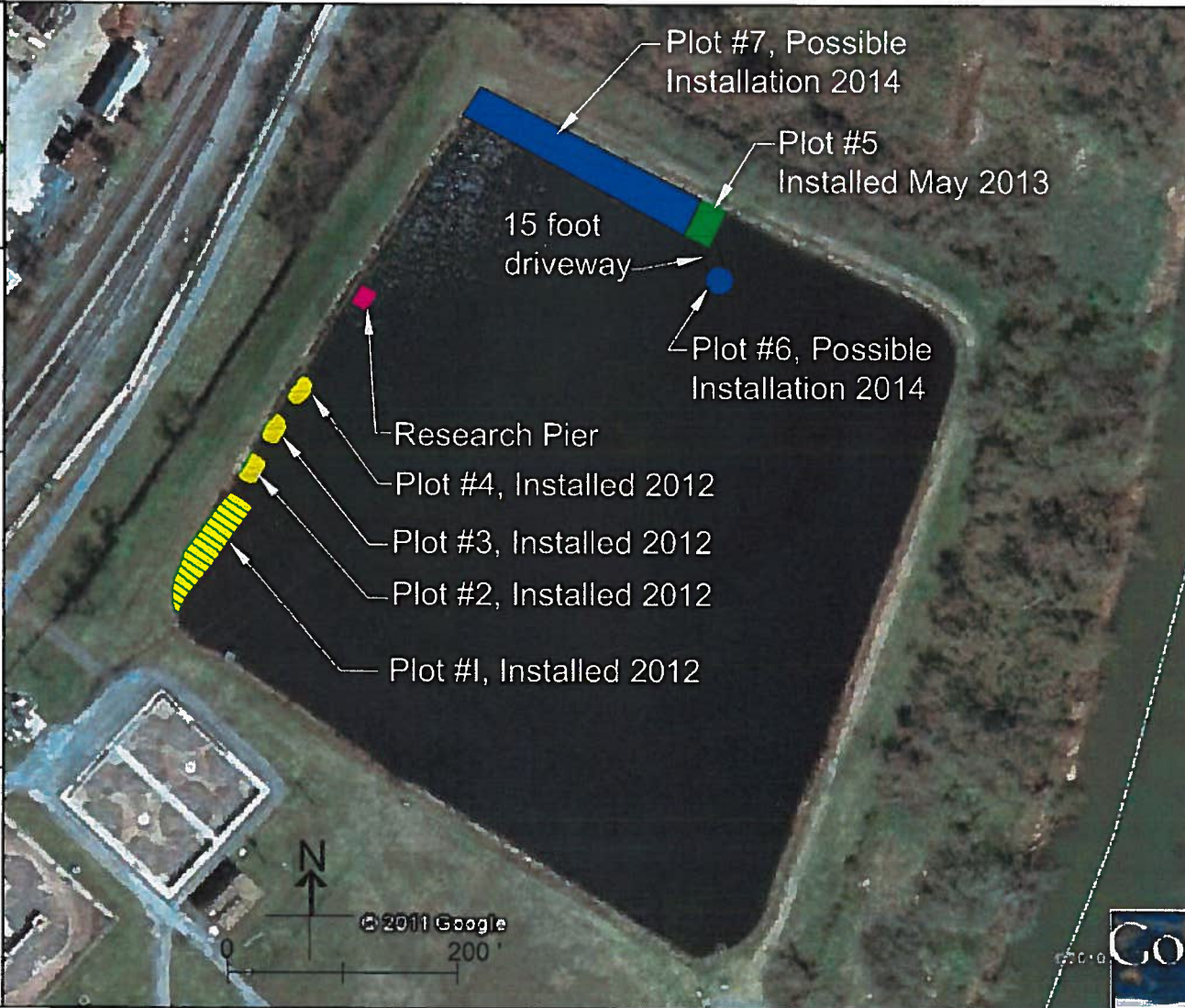
Expected Schedule (2014)	Project Phase	Specific Project Tasks	Cost Estimate
	<u>2014 Trees Installation: equipment, labor, fertilizer, Hazmat qualified</u>		
February/March 2014	Project manager install support	Coordinate ECap installation details - 2 hours agronomist; 8 hr project manager	\$1,530
February/March 2014	Owner-managed site preparation	Owner or owner-hired local contractor to prepare the site by placing soil to fill Phase 3 plot area #6	Owner paid
February/March 2014	Owner-provided on-site support staff	Owner or owner-hired 1 local staff to aid in installation and observe ECap details	Owner paid
February/March 2014	Planting media procurement, delivery	Assume 50 cubic yards	Owner paid
February/March 2014	Plot 6 blank tubes, 4-ft 2" PVC with Cap and installation	Assume 70 yards fencing	Owner paid
February/March 2014	Plot perimeter fence purchase and installation	Assume 70 yards fencing	Owner paid
February/March 2014	ECap Trees	30 poplar trees, 30 willow unrooted planted in plot #6 @ \$20/tree; sent via UPS @ \$140	\$1,340
February/March 2014	Project manager installation support for Altavista Staff	Assist in measuring placed soil profile, tree planting, fence installation, photography. Project manager support - assume 16 hr plus \$500 travel	\$3,140
2014 Growing Season	Local support - Routine weed control, fence repair, and reporting	Owner provided very competent support in 2013 by staff with Master Gardener training. Mow, insecticides and rodent protection normally needed.	Owner provided
Summer 2014	Ecolotree staff summer inspection	Ecolotree staff inspection and local staff meeting (travel, inspect, recommend if needed herbicide, insecticide), submit inspection	\$1,900
Fall 2014	Ecolotree staff fall inspection	Project manager inspection, sampling soil & foliage, and local staff meeting (travel, inspect, recommend if needed herbicide,	\$1,900
Fall 2014	Foliage, soil sampling and delivery	Assume 8 foliar and 8 soil agronomic samples @ \$95/sample	\$1,520
Fall 2014	<u>Local support - One local staff and necessary boat to sample sediments.</u>	<u>Owner responsible</u>	<u>Owner provided</u>
TBD	Site Visit and sampling w/Dr. Yi Leong interfacing to Uiowa	Research sample visit, on-site meeting by Project Manager(review data, meet with Town staff, PCB sampling); Presentation of PCB phyto data by Dr. Licht and Dr.Leong.	\$2,185
TBD	Sediment sampling	Assume 24 soil samples in lagoon sediment to determine PCB concentrations in top-down sediments at 8 representative locations	\$1,060
TBD	Sediment sample shipping	Assumes sample analyses requires special preservation	\$500
TBD	Arochlor 1242 Mass Analyses	Analytical PCB analyses to show redox and phyto impact on PCB 1242 mass concentrations in sediments	TBD
December 2014	Year-end Report with PCB Evaluation	Document performance, document activity list for 2014, update map, determine 2015 O&M Plan	\$2,900
		2014 Ecolotree support	\$17,975



Design: L. LICHT 131210
DB: L. DESHANO 131210
CHK: L. LICHT 131210
APD: L. LICHT 131210

**Phase III ECap Expansion
Proposed**
Altavista, VA

Ecolotree
3017 Valley View Lane
North Liberty, IA 52317
Bus: 319-331-2076



Waverly Coggsdale III

From: Dr. Louis A. Licht [lou-licht@ecolotree.com]
Sent: Monday, January 20, 2014 4:53 PM
To: Waverly Coggsdale III
Cc: James Higginbotham; Charles Edwards
Subject: FW: Altavista 2014 budget, description of Ulowa Superfund research, Map
Attachments: 131210 AltavistaPhase III ECap Expansion.jpg; 140120 Ecolotree Altavista Lagoon Phase 3 Installation & Evaluation Budget.pdf

Hello Waverly and council members.

1. I still am waiting for for PCB sediment data; I've contacted Dr. White again but today is a holiday. When it is complete and deciphered, I will complete my 2013 year-end report. I still have \$4,505 remaining from my 2013 contract and will bill that amount when completed. I did not change the budget, though the data will include interpretation support by Dr. Liang who accompanied me to the site in late fall.

2. After our meeting in Fall 2013, including my conversations with the mayor and Town staff, the attached work scope is my proposal for the Ecolotree 2014 effort. I propose that we add Plot #6 as a circle over the shallow submerged island with the highest concentration.

The attached graphic shows two plots in Phase 3. I propose we focus on the shallow island with the highest PCB's based on past sampling: this are the true limit to phyto treatment. With Plot #6, I think your field plot installation will be complete. I would recommend that we do this with the minimum soil. Though I budgeted 50 cubic yards it may be as little as 10 cubic yard forming a berm with 6" surface cover. Your contractor would complete the shallow berm and cover before I get there about March 12 or 13 with trees. We can plant, get the fence up, and sample soils.

If you want to do Plot #7, it will be planted with trees harvested on-site. I do not think that is plot is essential for the phyto demonstration, but it will remove more water faster via transpiration if planted.

3. The following web site describes the research program by EPA at The University of Iowa specifically for fate of PCB including phyto treatment.

<http://iowasuperfund.uiowa.edu/research-projects/project-5>

I haven't all the details at this late date, but am confident that Altavista can benefit by a larger Superfund research program now in its 4th year. Dr. Yi Liang research has been a product of that research program. The details will be defined in my 2013 Year End report.

Hope this helps determine your path and budget for 2014.

thx,
Lou Licht

Waverly Coggsdale III

From: Dr. Louis A. Licht [lou-licht@ecolotree.com]
Sent: Wednesday, January 15, 2014 3:03 PM
To: Waverly Coggsdale III
Cc: Charles Edwards; James Higginbotham
Subject: RE: Ecolotree effort in 2014.

Hello Waverly,

My question for you is what does the Town Council want from Ecolotree in solving the PCB problem in the lagoon?

My objective is to help solve your PCB problem by leaving the sediment in place and removing the PCB threat via phyto technologies such that the science supports Altavista's solution.

In 2014, I think the Phase 3 can include planting trees over the shallow island which contains the highest PCB concentrations. This is where the action is and we know how to plant trees. It would need to be planted in March/April window.

Then concurrently, I will seek outside research support to determine the microbial PCB degradation rates to give a prediction on how long it will be to reach the 50 PPM standard defined by VDEQ as the maximum residual.

The result is a closure plan that can then be presented to VDEQ that will be technically competent and supported by peer-reviewed literature.

I think the budget would be about \$18k. It will involve Dr. Yi Liang who you met in December to coordinate the research. I have her help potentially this spring and she just completed her Ph.D. on microbial degradation of PCB - which is your subject. She is unique in the U.S.
I'm planning my 2014 schedule which is very busy, so please give me an indication what the council wants.

thx,
Lou

-----Original Message-----

From: "Waverly Coggsdale III" <jwcoggsdale@altavistava.gov>
Sent: Wednesday, January 15, 2014 12:54pm
To: "Dr. Louis A. Licht" <lou-licht@ecolotree.com>
Subject: RE: Work Session

If you have a proposal for 2014 that you would like considered please submit it to me, as it will need to go by the Public Works/Utility Committee (which meets the 4th Thursday of the month).
Waverly

From: Dr. Louis A. Licht [mailto:lou-licht@ecolotree.com]
Sent: Wednesday, January 15, 2014 1:34 PM
To: Waverly Coggsdale III
Subject: RE: Work Session

I am waiting for PCB data from UConn to finish 2013 report. That would include scope for 2014 with budget.

If we are to plant a Phase 3, it would be done in March. So 90 days would be too long. Could you reschedule the work session for Feb 28?

There is momentum.

LAL

-----Original Message-----

From: "Waverly Coggsdale III" <jwcoggsdale@altavistava.gov>
Sent: Wednesday, January 15, 2014 12:02pm
To: "Dr. Louis A. Licht" <lou-licht@ecolotree.com>
Subject: Work Session

Dr. Licht,

The proposed Work Session to be held by Town Council on January 28th to discuss the PCB Issue has been cancelled. Council will revisit the need for a Work Session in 90 Days. If you have any information regarding your work, please forward to me.

Thanks,

Waverly

J. Waverly Coggsdale, III

Town Manager
Town of Altavista
(434) 369-5001

President/Founder
Ecolotree Inc.
3017 Valley View Ln. NE
North Liberty IA. 52317
Office 319-665-3547
Fax 319-665-8035
Cell 319-331-2076

President/Founder
Ecolotree Inc.
3017 Valley View Ln. NE
North Liberty IA. 52317
Office 319-665-3547

Dearing Ford Water Tank Request

Attachment(s):

- ***County's response letter (Dated:
January 9, 2014)***

SUPERVISORS

**JAMES A. BORLAND
STANLEY I. GOLDSMITH
EDDIE GUNTER, JR.
J.D. PUCKETT
MIKE P. ROUSSEAU
STEVEN M. SHOCKLEY
ERIC R. ZEHR**

COUNTY OF CAMPBELL



BOARD OF SUPERVISORS
POST OFFICE BOX 100, RUSTBURG, VIRGINIA 24588
www.campbellcountyva.gov

COUNTY ADMINISTRATOR
R. DAVID LAURRELL

ALTAVISTA (434) 592-9525
BROOKNEAL (434) 283-9525
LYNCHBURG (434) 592-9525
RUSTBURG (434) 332-9525
FAX NO. (434) 332-9617

January 9, 2014

Mr. Waverly Coggsdale, III, Manager
Town of Altavista
510 7th Street
Altavista, Virginia, 24517

RE: Water Tank

Dear Waverly:

At the Board meeting last night the supervisors voted to give the 300,000 gallon elevated water storage tank adjacent to Wal-Mart to the Town of Altavista. However, the Board did not agree to provide the \$56,000 funding you requested in your recent letter.

If you would like to have the tank transferred to the Town please let me know and we will schedule the required public hearing. If the tank is not transferred to the Town we will work with CCUSA to make the necessary piping modifications. This will allow the Town to continue to use the water from Reynolds Spring and provide pressure to Gibsonland when the spring pumps are not running. After these modifications are completed a bid will be prepared to have the tank demolished this summer.

Please let me know the preferences of the Town by March 15, 2014. If you would like to discuss this further do not hesitate to contact me.

Sincerely,

Clifton M. Tweedy, P.E.

Deputy County Administrator

cc: Frank L. Davis, Jr., CUSA Administrator
R. David Laurell, County Administrator

RESPECTING THE PAST, ATTENDING THE PRESENT, CONCENTRATING ON THE FUTURE

Train Station A/C Unit Replacement Quotes

Attachment(s):

- ***Memo to Public Works/Utility
Committee from staff
(Dated: January 21, 2014)***



TO: Public Works Committee

FROM: Waverly Coggsdale, Town Manager *WC*

RE: Train Station A/C unit replacement quotes

DATE: January 21, 2014

The air-conditioning unit at the Altavista Train Station is inoperable and in need of replacement. Staff has sought quotes for the replacement of this unit with a 5– ton unit and they are listed below:

<u>Vendor</u>	<u>Price</u>
Campbell Heating and Cooling	\$8,857.34
Moore's	\$5,421.73
Scott D. Horseman Heating & AC	\$4,850.00
Shelton's Heating & Plumbing	\$4,990.00
Tyree-Little's Heating & Cooling	\$4,650.00

TRANE
AMERICAN STANDARD
LENNOX
PAYNE
AMERI-STAR

Based on the quotes listed above, staff would request that the project be awarded to Tyree-Little Heating & Cooling. No funds are included in the FY2014 Budget for this expenditure, so the Finance Committee would consider the appropriate of the funds from the General Fund – Reserves for this project.



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: February 11, 2014

Agenda Placement: Standing Committee/Commission/Board Reports

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Altavista Area Chamber of Commerce Report/Update

Presenter(s): Heather Reynolds, AACC President

SUBJECT HIGHLIGHTS

Mrs. Heather Reynolds has requested time on Council's agenda to provide an update on the Chamber's activities. In addition, Mr. Mark Thomas, Chair of the Chamber's Uncle Billy's Day Committee would like to address Council regarding details of this year's celebration.

Note: Uncle Billy's Day is scheduled for Friday, June 6th and Saturday June 7th.

Attachments: ☒ Yes ☐ No

Attachments (in order they appear in packet): Chamber newsletter (2 pages); 2014 Calendar of Events (3 pages); and Computer Skills class flyer

This agenda form has been reviewed by:

Initials

Comments:

Town Manager:

jwc

Altavista Area Chamber of Commerce

Annual Meeting & Dinner

January 25, 2014

Events:

- Buy Local First—
Now—March
- Town Wide
Cleanup—
March 15
- Legislative
Breakfast—
March 26
- State of the
County—
April 24
- Uncle Billy's
Day— June 6-7

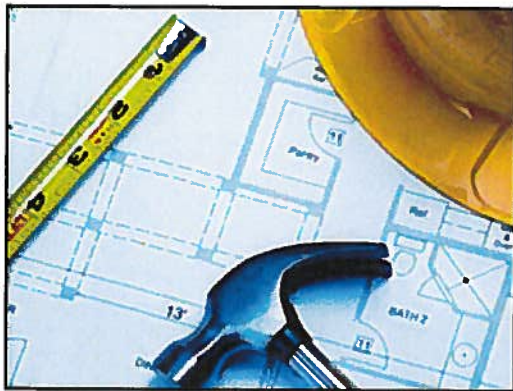
Workforce Training

The Chamber has partnered with CVCC to offer a Ready to Work class for workforce development training. This class will help with basic computer and job seeking skills, resume building and interview techniques.

Class is limited to 12.

February 20-26
9 a m - 1 p m
\$ 5 / s t u d e n t
Register by Feb 13th!

From the President



Building Together

Before you begin to build, you need to have a plan. But, as we have learned, plans can certainly change along the way. As business owners, we have to be ready for just about anything. Building is easy while economies are flourishing. It's when those economies slow that our business blueprint has to be adjusted.

The Altavista Area Chamber of Commerce is striving to be your partner in business.

We are working hard to offer seminars that will help you in your business. We offer FREE business resources and access to FREE business counseling so that you can continue to move forward, even in hard times. It is important to stay on top of legislation. This year, the Chamber will host the annual **Legislative Breakfast** for representatives from the state level to come in and tell us what is happening. New this year, we will offer the **State of the County** to give local lawmakers time to keep us up-to-date on what is affecting our County. The Chamber also provides community events such as **Uncle Billy's Day** and **TGIF** to encourage people to come into our town and, hopefully, spend a few dollars while they are here.

As partners, we will work together to make Altavista a stronger, better place to do business. None of us can do that alone.

BUY LOCAL FIRST

The Altavista Chamber is excited to be running the BUY LOCAL FIRST campaign! We are encouraging citizens to shop locally with area Chamber members. Every time a citizen makes a purchase for goods/services, our Chamber members will

punch their loyalty card. When a card is full, the customer simply returns it to the Chamber to be entered in a CASH PRIZE drawing! We will give away \$25 in January, February and March. At the end of the 1st quarter, we will hold a final

drawing for the GRAND PRIZE... \$100 CASH! We already have nearly 1500 cards handed out being punched! For a list of Chamber members, check out www.altavistachamber.com.



Altavista Chamber of Commerce

PO Box 606
414 Washington Street
Altavista, VA 24517
Phone: 434-369-6665
Fax: 434-369-0068
Email: info@altavistachamber.com

Heather Reynolds, President
Hank Frazier, Office Manager



www.altavistachamber.com

FOLLOW US ON facebook

2013 Program of Work

Serving Business

- Strategic Plan-Emphasis on Economic Development, Workforce Development and Membership
- Business Seminars
- Listing on Chamber Website
- Community Calendar-FREE postings of events
- Chamber Benefit Program—benefits include: WorkersComp4 Members, Anthem, PriceLock, and more
- Chamber Rx Discount Card
- Membership Directory
- Map Publication
- Monthly e-Newsletters
- Human Resources Managers Monthly Luncheons
- Member Event e-Blasts



2013 Legislative Breakfast

- Business Expo
- Free Business Development Assistance & Counseling
- Legislative Events
- Economic Development
- Enhance Image—being a member has a positive impact on the consumer's perception of the business.
- Business Committee
- Business Mixers
- Ribbon Cuttings
- Business of the Year Award
- Cooperate with local, state & county government on Business Issues
- Member of VA Chamber of Commerce, VA Chamber of Commerce Executives Association and American Chamber of Commerce Executives Association

Serving Citizens

- Tourism-Maps-Brochures
- Publicity
- Train Station Rental
- Uncle Billy's Day Festival
- TGIF— Thank Goodness It's Friday Celebrations
- Town Wide Clean Up
- Golf Tournament— Raises money for the Chamber Foundation to support teachers and education
- Scholarship for Chamber Member
- Teacher Endowment
- Citizen of the Year Award
- Christmas Parade
- Chamber Rx Discount Card
- International Travel Opportunities
- Collaboration— the Chamber frequently joins forces with other organizations to work on various projects. We have collaborated with Avoca, Altavista Fire Department, Rotary Club, AOT, ABWA, ACS Band Boosters, Staunton River Women's Club, Campbell County and Altavista Economic Development.

Calendar of Events 2014

January

1. Buy Local Campaign
2. UBD Planning
3. Annual Meeting **Saturday, January 25**
4. Contract with Auditor
5. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

February

1. Computer Marketing Campaign (READY TO WORK, CVCC Class Feb. 24-26)
2. BUY LOCAL FIRST Campaign
3. UBD Planning
4. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

March

1. UBD Planning
2. BUY LOCAL FIRST Campaign Mixer **TBA**
3. Entrepreneur Mentorship **TBA**
4. Town-Wide Clean-Up **Saturday, March 15th**
5. Legislative Breakfast **Wednesday, March 26th**
6. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

April

1. UBD Planning
2. Chamber Scholarship Applications/Award
3. State of the County **Thursday, April 24th**
4. Business Mixer **TBA**
5. Conduct Audit
6. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

May

1. UBD Planning
2. TGIF **Friday, May 23**
3. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

June

1. Uncle Billy's Day Festival **Friday, June 6th & Saturday, June 7th**
2. UBD Debrief Meeting
3. TGIF **Friday, June 27th**
4. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive) No Board Meeting In June

July

1. TGIF **Friday, July 25th**
2. Membership Luncheon
3. Seminar
4. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

August

1. Business Expo **Thursday, August 21st**
2. Golf Tournament **Friday, August 22nd**
3. TGIF **Friday, August 22nd**
4. Strategic Plan Review
5. Annual Dinner Planning
6. Board Member /Officer Committee Formed
7. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

September

1. Business Mixer
2. Christmas Parade Planning
3. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

October

1. Membership Drive
2. Seminar
3. Business of the Year Nominations
4. Citizen of the Year Nominations
5. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

November

1. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)
2. New Board Orientation

December

1. Christmas Parade **Thursday, December 4th**
2. Annual Dinner Wrap-Up
3. Regular Committee Meetings (Membership, Civic, Finance, ED, Business, Fundraising, Executive, Board)

Ready-to-Work Computer Job Skills



This job readiness/ workplace computer class is designed for unemployed or under employed individuals. Participants will learn basic computer and job seeking skills, resume writing and interview techniques.

Prior to class participants are required to complete WorkKeys assessments. Completion of the assessment can qualify you for the Career Readiness Certificate (CRC) credential.

The \$5 cost of the class is due at registration. Participants are encouraged to register early as the class is limited to 12.

Date:

February 24 -26 , 2014
9 a.m. to 2 p.m.

Location:

CVCC Altavista Center

CRC Date:

February 20, 2014
9 a.m. to 1 p.m.



Central Virginia Community College
Workforce Solutions and Community
Education and the Altavista Chamber
of Commerce are co-sponsoring
this class.

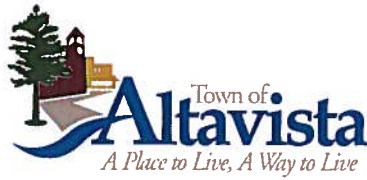
Register by February 13, 2014



www.cvcc.vccs.edu/workforce
workforce@cvcc.vccs.edu

3506 Wards Road, Lynchburg, VA 24502

CALL CVCC'S WORKFORCE SOLUTIONS OFFICE AT 434-832-7607.



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: February 11, 2014

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Request from Avoca Director/Utilization of unused CIP Funding

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Per the attached memorandum from Dan Witt, Mr. Michael Hudson, Avoca's Executive Director is requesting that he be authorized to utilize unspent CIP funds for several previously unidentified repairs. The remaining unexpended funds total \$2,017.60.

Potential Action(s) or Motion(s):

MOTION:

Approve – I move that the remaining unexpended funds in the FY2014 Capital Improvement Plan for use by Avoca be allocated for the repair projects as requested.

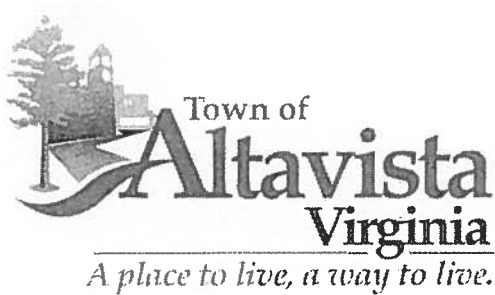
Deny - I move to authorize the Town Manager to advise Avoca that the Town will not allocate the funds for these purposes.

Defer - I move to defer action on this item to the March 11, 2014 Town Council meeting.

Attachments: ☒ Yes ☐ No

Attachments (in order they appear in packet): 1) *Memorandum from Dan Witt, Assistant Town Manager*; 2) *Letter from Michael Hudson, Director, Avoca Museum*; 3) *Repair Work Estimate*; and 4) *Print out showing expended funds*

This agenda form has been reviewed by:	Initials	Comments:
Assistant Town Manager:	dnw	
Town Manager	jwc	



MEMORANDUM

To: Waverly Coggsdale, Town Manager
From: Dan Witt, Assistant Town Manager
Date: January 24, 2014
Re: Avoca CIP Request

A handwritten signature, likely of Dan Witt, is written in black ink. It consists of a stylized 'D' followed by a series of loops and a long horizontal stroke.

Attached is a request from Michael Hudson to spend the unused portion of an FY2014 CIP item for repairs to the sidewalks and driveways at Avoca. The work was completed at more than a \$2,000 savings from the original estimate. Michael has identified several other needs that he considers critical at this time and is requesting permission to use the savings from the first project to have these completed.

The identified repairs are for moldings on several areas of the museum where wood has started to rot and if not repaired would be more costly in the future. I would agree that this needs to be done as soon as possible and since the money was already designated for a CIP item, I request that Town Council approves this request.

Avoca Museum



01/07/14

Greetings,

As per Dan Witt's request, I am pleased to prepare for you this proposal concerning leftover funds from this recent Capital Improvement Plan. As you know, there were more than \$2,000 in leftover funds following the completion of our sidewalk repairs here at Avoca. Unfortunately, I have noticed some fairly extensive rotting in the house's hidden gutters and crown molding on the façade of the house. In some places, the wood has rotted all of the way through - leaving nothing but chunks of wood to fall into the flower bed. I feel that it is imperative that something be done about this right away. While these things have little to do with walkways, I propose that we divert the leftover funds to repairing these rotting sections quickly before they lead to a bigger, more costly problem in the future.

I have attempted to gather bids on this work, but potential competitors have referred me to the same person, Dedrick Brumfield of Brumfield Construction. I believe his firm is what you would refer to as a "specialized provider". That is to say, he is the only person in our area (that I know of) that has the necessary tools, facilities and skills to complete the job we need him to do. Everyone I have spoken with has said that Dedrick has the mill and tools necessary for such a repair. Mr. Brumfield has recently visited Avoca and has submitted an estimate for repairing these areas. He has actually offered to replace larger sections of the molding than what is immediately needed. He explained that the millwork would cost just as much to cut a small section as it would a large section. Therefore, he quoted prices for replacing virtually all of the molding on the house's façade. I feel that, given the already existing damage, we would be wise to take advantage of this opportunity. I have included his quote on those repairs in an attachment. His repair quote comes to about \$2,600. I think it advisable to divert the remaining, already budgeted funds from the last CIP to this project to these repairs. For the \$600 that the CIP leftover funds would not cover, Avoca will cover that amount out of our operating budget.

*Please note that Mr. Brumfield gave a quote for repainting the house's shutters. I do not plan to have him paint the shutters because I am getting lower quotes from other bidders and I can pay for it out of Avoca's operating fund. Thanks to Town Council for considering this proposal.

Sincerely,

Michael Hudson
Director, Avoca Museum

Avoca Museum and Historical Society

501 (c)3 organization

1514 Main Street • Altavista, Virginia 24517 • Phone: 434-369-1076 • Fax: 434-369-1077 • www.avocamuseum.org

BRUMFIELD CONSTRUCTION LLC

2433 IZAAK WALTON ROAD
HURT, VA 24563

Estimate

Date	Estimate #
12/31/2013	227

Name / Address
Avoca Museum 1514 Main Street Altavista, Va 24517

			Project
Description	Qty	Rate	Total
Repairs to over hang on side porch. Remove rotten wood, repair leak, install new mouldings to match existing and paint		600.00	600.00 ✓
Crown made to match existing with extra for future repairs	100	6.30	630.00 ✓
repair rotten crown on front a-roof		650.00	650.00 ✓
repair rotten crown on front dormer		750.00	750.00 ✓
Remove shutters take to shop repair broken pieces,prep and paint both sides	67	59.00	3,953.00
		Total	\$6,583.00

Jan 29, 2014 8:12:23 AM EST

File Edit Commands Help

SUNGARD PUBLIC SECTOR
NaviLine

010-9105-801 81-30

- Account miscellaneous
- Budget miscellaneous
- Encumbrances
- Pre-encumbrances
- Transactions
- Detail by date
- Detail by code
- Detail by year & p
- Pending by date
- Pending by code
- Pending by year
- Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2013

2015

Account activi...

Pending trans...

Images

Budget alloca...

Account Information

Q CAPITAL OUTLAY - REPLACE / IMPRVMTS OTHER THAN BLD

Fiscal year: 2014 Dr

Budget: 6,000.00

Committed: 3,982.40

Q Balance: 2,017.60

Project Data

Project Entry Optional

Q ND1003 Heat/Air Avoca .00

Q ND1004 Heat/Air Avoca .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 July	.00	.00
Q 02 August	.00	.00
Q 03 September	.00	.00
Q 04 October	.00	.00
Q 05 November	.00	.00

Payment Information

Vendor	(* indicates pending)	Total
Q MISCELLANEOUS		3,982.40

Encumbrances

PO #	Vendor	Balance
------	--------	---------

Pre Encumbrances

Type	Req/PO	Project	Balance
------	--------	---------	---------

Segment/Balance Details

Fund	Department	Division	Activity basic	Sub activity	Element	Object	Original Budget	Revised Budget	Current expenditures	YTD expenditures	Unposted expenditures	Encumbrances	Unposted encumbrances
010	GENERAL FUND	91	NON DEPARTMENT	05	AVOCA	80	NON DEPARTMENT	1	NON DEPARTMENTAL	81	CAPITAL OUTLAY - REPLACE	30	IMPRVMTS OTHER THAN BLDG

Original Budget	6,000.00
Revised Budget	.00
Current expenditures	3,982.40
YTD expenditures	.00
Unposted expenditures	.00
Encumbrances	.00
Unposted encumbrances	.00

Balance: \$ 2,017.60



PROJECT UPDATE – For Month of January 2014

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- Contractor is working with their paving subcontractor in regard to having the paving done as soon as the weather allows. The weather in January (snow/rain/temperature) prohibited paving.
- Contract calls for Substantial Completion on January 6, 2014 and Final Completion on February 5, 2014. Several requests for extensions are pending.

Bedford Avenue Waterline Replacement Project

- Staff has received and is reviewing the “Final Preliminary Design” for the project and will meet with the engineer to discuss the completion of this phase.
- The Project Engineer (WW Associates) will update Council at their Tuesday, February 11th meeting on this project.



To: All Points EAP & Organizational Services, Inc. Member Company Contacts

Fr: Jason C. McDaniel, All Points EAP Executive Director

RE: Employee Assistance Services Statistical Reports

Date: January 29, 2014

Background

Enclosed in this mailing please find the statistical reports for the employee assistance program (EAP) provided to your organization for the twelve month period of **January 1, 2013 to December 31, 2013**. The reports, designed by our database partner EAP Technology Systems, are intended to highlight EAP activities in the following three categorical areas:

- (1) Client Services: direct clinical support services (assessment, crisis management, counseling, case management services) to employees and their family members.
- (2) Case Consultations: individual case management consultations with supervisors and HR professionals seeking to manage the performance of struggling or difficult employees.
- (3) Organizational Activities: account management activities, as well as training, assessment, or intervention services most frequently at the departmental, work site, or organization-wide levels.

Should you require additional utilization statistics from any other time periods of interest, please contact Jason McDaniel or Jennifer Quinones directly at (434) 845-1246 or 800-645-1246 to discuss your needs. The staff at All Points EAP continues to work closely with our database partner to maximize the utility and relevance of these reports to you.

Interpreting Reports and Future Needs Identification

The reporting slant of this system seeks to highlight the practical effectiveness of EAPs in positively impacting people and organizations. Please review these reports at your leisure, contacting our offices if you would benefit from help in interpreting the data or in understanding the implications of this information for your workforce. Additionally, if you have questions, suggestions, or comments regarding these statistical reports, or if you would like to discuss what your organization requires or values in such future reporting, we welcome your call. You may ask to speak with Jason McDaniel or Jennifer Quinones directly. We are committed to learning alongside you how to best leverage this database to meet your existing and future needs.

Brief Customer Report

All Points EAP & Organizational Services

Report Parameters

Reporting Dates: January 1, 2013 to December 31, 2013
Client-Organizations: **Town of Altavista, Virginia**
Divisions/Association Members: All
Specific Work Locations: All

Cases Opened during the Period

	Number
Total Client Cases Opened during the Period	1

Organizational Status of All Cases Opened

Category	Count	Percent
Family Member/Dependent	1	100.0
Total	1	100.0

Referral Source of Employee Cases Opened

Category	Count	Percent
Total	0	100.0

Primary Assessed Problem of Employee Cases Opened

Category	Count	Percent
Total	0	100.0

Client Services Provided during the Period

	Number
Continuing Active Clients Receiving Services during the Period	1
All Clients Receiving Services during the Period	2
Total Services Provided to All Clients during the Period	4

	Hours
Total Hours of Client Services Provided during the Period	3.0

Case Consultations Handled during the Period

	Number
Total Case Consultations Opened during the Period	0
Continuing Active Consultations Handled during the Period	0
All Consultations Handled during the Period	0
Total Services Provided on All Consultations during the Period	0

	Hours
Total Hours of Consultation Services Provided during the Period	0.0

Organizational Activities during the Period

Total Organizational Services Provided during the Period

Number
2

Total Hours of Organizational Services Provided during the Period

Hours
0.8

Organizational Activities Report

All Points EAP & Organizational Services

Reporting Parameters

Reporting Dates: January 1, 2013 to December 31, 2013
Client-Organizations: **Town of Altavista, Virginia**
Divisions/Association Members: All
Specific Work Locations: All
EAP Consultants/Affiliates: All
EAP Office Sites: All

Organizational Activities during the Period

	Number
Total Organizational Services Provided during the Period	2
Employees Who Participated in Organizational Services	5

	Hours
Total Hours of Organizational Services Provided during the Period	0.8

Organizational Services Provided

	Count	Participants	Hours
Human Resources Consultation			
newsletter delivery, updates	1	3	0.5
Subtotal	1	3	0.5
Brief Information Only Contact			
newsletter delivery	1	2	0.3
Subtotal	1	2	0.3



Membership News

Welcome New Members

...and their All Points EAP company representatives:

LAVINDER GROUP & ASSOC. EAP GROUP

Commonwealth Home Health Care
Diamond Paper
Office Plus Business Center

VIRGINIA EPISCOPAL SCHOOL

Debbie Leake, Dir. of Business Affairs

NEEDED:

A Post-Recession Emotional Recovery

There continues to be substantial debate regarding whether the United States is in any kind of a meaningful economic recovery, or whether we persist in a state of recession brought on by the collapse of the financial markets in late 2007/ early 2008. The economists have demonstrated that we had emerged from recession in June 2009, as GDP and industrial production have shown positive growth since then. Yet, so many people feel that this is only an academic technicality, which is not reflective of the world they inhabit day to day, and certainly is quite removed from their struggles and those of their families, friends, and close confidants. Indeed, it does appear that, regardless of whether this country is truly gaining traction toward an **economic recovery**, a large majority of our society has yet to achieve an **emotional recovery** from the ravages of the Great Recession.

Our modern American experience has been accelerated so significantly by the 24-hour news cycle, the self-imposed pressures of technology, and the bombardment of ever-increasing information overload that it takes some purposeful discipline to step back from our lives to grasp all of the changes the last decade has wrought. This is even further the case within the business world, as downward financial pressures have dovetailed with globalization, expedited product life cycles, and consumers seeking instant gratifications to place significant and often unrelenting stress on businesses. This has resulted in daily operational challenges of managing increased complexities with far fewer resources, leading to the hackneyed motto of "doing more with less". Further, these challenges of operations management exist within an often even more perplexing environment of strategic interpretation. Because of the ever-shifting landscape of technological changes, government

regulations, and unstable markets, many firms are left to manage for the short-term and live by contingencies, as doing any substantial planning for the future has become more complicated than ever. Therefore, businesses have become paralyzed to the point of not making any strategic choices or any associated future investments, defaulting instead to the path of least risk and resistance: maintain the status quo, wait, and see.

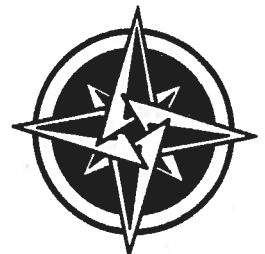
Given all of this disruption and uncertainty, beyond the economic puzzles that endure, what kind of human impacts has this resulting social environment rendered? The window of EAP magnifies what other mindful observers can sense intuitively: the human consequences are those of sustained fear, burnout, and exhaustion. In fact, human nature suggests that in the face of uncertainty and immediate pressures, we tend to retract, withdraw, and rely on more juvenile coping mechanisms to protect ourselves from perceived threats to our safety and security. We come to rely on more primitive survival behaviors rooted in risk-aversion, hyper-emotionalization, and self-reliance, rather than those higher order behaviors of logical analysis, trust, collaboration, creativity, long-term thinking, and well-reasoned decision making. The real issue here is that crises beget crises, and short-term behaviors perpetuate short-term behaviors, leaving us trapped in the survival cycle.

What is desperately required is a paradigm shift, in which individuals, organizations, and communities alike give themselves permission to take a genuine inventory of their psychological well-being, minimize stimulation and distraction, and insist upon time for rest and renewal in order that they may see the broader picture, step out of the reactive cycle, and embrace the changes that the last decade has brought. Leadership must grant permission and resources for this kind of reparative work to be done, carving out a safe place for real life assessment and intervention for emotional recovery to occur. While these efforts are by no means easy, they are essential to long-term performance, sustainability, and human health more broadly.

Jason C. McDaniel, All Points Executive Director

**"Excellence is the result of
caring more than others think
is wise, risking more than
others think is safe, dreaming
more than others think is
practical, and expecting more
than others think is possible."**

— Ronnie Oldham



All Points EAP & People Works Training Update

TRAINING SPOTLIGHT

The following trainings were provided from
July through December 2013

ORGANIZATIONAL DEVELOPMENT

Bank of the James
Campbell County
Harris Trucking
Harvest Outreach
Meriwether-Godsey, Inc.

PERSONAL WELLNESS

Smoking Cessation
Westminster Canterbury

Stress Management
City of Hampton
Centra Health
Horizons Behavioral Health

Team Building
Centra Health
City of Lynchburg – DSS
Flowserve

Time Management
Lynchburg College

LEADERSHIP DEVELOPMENT

Coaching to Win
Department of Corrections
EAP Supervisor Training
Amherst County

Growth vs. Fixed Mindset
Meriwether-Godsey, Inc.

Performance Feedback
Wiley/ Wilson Inc.

Situational Leadership
Horizons Behavioral Health
Meriwether-Godsey Inc.

Taking the Lead – 2 day Workshop
AREVA Inc.

RISK MANAGEMENT

Boundaries in the
Workplace
PHFS & Family Alliance

Conflict Management
Amherst County
Wiley/Wilson Inc.

Ethics in the Workplace
City of Lynchburg –
Juvenile Detention Ctr

Harassment
Awareness/ Respect
in the Workplace
PHFS & Family Alliance

DOT/ Drug Free Workplace
Mecklenburg Electric Cooperative
Southside Electric Cooperative

Leadership Institutes – Fall 2013

Beacon Credit Union hosted our Fall 2013 Leadership Institute and the following organizations participated:

Beacon Credit Union ♦ Bedford County ♦ CV Federal Credit Union ♦ Fleet Laboratories ♦ Harrington Corp ♦ Horizon Behavioral Health ♦ Meriwether-Godsey ♦ NB Handy Sweet Briar College ♦ Tri Tech Laboratories ♦ Westminster Canterbury Inc.

Health Fairs & Employee Awareness

Are you taking advantage of free promotional opportunities available from the EAP? **Annual Health Fairs** are a great way to make the EAP benefit visible to your employees. The following member companies included the EAP at their health fairs this Fall:

*AREVA Inc. ♦ City of Lynchburg
Moore & Giles, Inc. ♦ Sweet Briar College*

We also can provide **Employee Awareness Sessions** for your next company or safety meeting to remind employees on how to access their EAP benefit and to encourage utilization. The following are member organizations that we provided this EAS' for this past Fall:

*Amherst County Public Schools ♦ Bedford County Schools
B&W-Idaho Falls location ♦ Lynchburg City Schools
Presbyterian HFS & Family Alliance ♦ Virginia Episcopal School*



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219 2000

Charles A. Kilpatrick, P.E.
Commissioner

January 28, 2014

To: Mayors and County Board Chairmen

Earlier this month, Governor Terry McAuliffe appointed me as your Commissioner of Highways. I am humbled and excited by this opportunity. I follow a tremendous leader, Commissioner Greg Whirley. Under his leadership, VDOT focused on building accountability, getting back to the basics of business fundamentals and launching greatly needed transportation improvements.

Local government plays an essential role in the successful delivery of transportation solutions for the commonwealth. I want to take this opportunity to introduce myself and communicate my perspective on the importance of our continued partnership.

As this administration embarks on a new year, we find ourselves in the fortunate situation of implementing the first major transportation legislation since 1986. VDOT is well positioned to take on this responsibility and is committed to improving our existing infrastructure and overseeing prudent investment in much needed capital improvements.

Relative to this, I want to share the expectations that I communicated to the VDOT team on my first day on the job:

- ***Our job is to solve problems.*** We'll recognize that solutions to transportation problems, no matter how simple or complex, go beyond engineering and construction and involve quality of life, economic opportunity and environmental stewardship. A good solution we can deliver is better than a great solution we can't. While processes and procedures are critical, they should and will not constrain the delivery of our projects, programs and services.
- ***We will never forget who we work for – motorists, taxpayers and citizens of Virginia.*** They entrust us to spend their money wisely and we will. We will listen to their concerns to understand their perspective and needs so we can provide the right solutions.

- ***We will deliver an excellent transportation program by preserving our existing infrastructure and making new improvements.*** We will do our jobs safely and efficiently. We will be held accountable.

We can't deliver on these things without your help. It is my expectation that VDOT will regularly look to you and your staff for insight and input on how we prioritize our efforts. Your knowledge of local issues is critical to our success. I also expect VDOT to be a resource for your locality, professional, trustworthy and a committed partner.

As you're well aware, VDOT relies heavily on our local partners to successfully deliver improvements for our citizens. Let me first give you a couple of examples of the benefits of this partnership. Through our collective efforts, locally administered projects have become a mainstay and now represent approximately one third of the projects in our construction program. Further, we have and will continue to promote the state/local matching Revenue Sharing Program. We have recently received applications for FY15 totaling nearly \$184 million in requests. We are committed to working with the Commonwealth Transportation Board to fully fund this program. Full funding of this program will result in the delivery of approximately \$840 million in local priorities. This return on investment is the direct result of your active engagement in this program.

In order to build on these successes, I urge you to encourage your staff's continued participation in our annual Local Programs Workshop. This is a great opportunity for VDOT, industry, and local government staff to learn from one another and engage in robust dialogue on how to make the local program stronger. This year's workshop is scheduled for September 17 & 18, in Roanoke.

I look forward to strengthening our partnership and remain optimistic for the opportunities that lie ahead in this regard. If you have thoughts that you'd like to share please feel free to call me at 804-786-2701 or drop me a note at Charlie.Kilpatrick@VDOT.Virginia.gov.

Sincerely,



Charles A. Kilpatrick, P.E.
Commissioner of Highways

February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	12	13	14 Valentine's Day	15
16	17 Presidents' Day	18 Public Works/Utility Comm. Budget Meetings 8:30—Water Dept. 9:30—Wastewater 10:30—Public Works	19 Finance Comm. Budget Meeting 9:30 AM Admin Transit Economic Dev.	20	21 Police Comm. Budget Meeting with PD 4:00 PM	22
23	24 AEDA "All Hands" Dinner 6:00 PM @ YMCA	25	26	27 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM	28	

March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 1st Saturday Trade Lot
2	3	4	5	6	7	8 Avoca Public History Address 1:00 PM
9 Daylight Savings Time Starts Spring Forward	10	11 Finance Committee Meeting 6:45 pm Council Meeting 7:00 pm	12	13	14 DRAFT BUDGET TO COUNCIL	15
16	17	18	19	20	21	22
23	24 COUNCIL BUDGET WORK SESSION 6:00 PM	25	26	27 Public Works/Utility Comm. Meeting 7:00 AM Finance/HR Comm. Meeting 8:15 AM	28	29
30	31 Planning Commission 5:00 PM					